

BOARD OF SUPERVISORS

Brown County



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EDUCATION & RECREATION COMMITTEE

John Van Dyck, Chair
Staush Gruszynski, Vice Chair
Corrie Campbell, Kathy Lefebvre, Paul Ballard

EDUCATION & RECREATION COMMITTEE

TUESDAY, OCTOBER 17, 2017

5:00 P.M.

Room 200, Northern Building
305 E. Walnut St., Green Bay

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEMS LISTED ON THE AGENDA

**** NOTE DATE, TIME & LOCATION - Please Bring Budget Book****
(COMBINED BUDGET & REGULAR MEETING)

*** Please Note: The budget and non-budget items are listed separately for County Board purposes*

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of September 28, 2017.

Comments from the Public on Non-Budget Items

1. Review Minutes of:
 - a. Library Board (August 17, 2017).
 - b. Neville Public Museum Governing Board (October 9, 2017).

Communications

2. Communication from Supervisor Moynihan re: I hereby request that the Brown County Education & Recreation Committee and ultimately the Brown County Board of Supervisors provide the necessary funding to provide magnetometers (4-5) for increased security implementation at the Resch Center. As evidenced in Paris, London and Las Vegas, no one is immune from evil and terrorism. We as a people, as a county, can no longer have the mindset "it can't happen here". It's our duty as public servants to ensure our citizens, our patrons, our managerial staff and our employees are as well protected as possible from any heinous intentions. I respectfully ask for your consideration.

Comments from the Public on Budget Items

Museum

- (1) MUSEUM - REVIEW OF 2018 DEPARTMENT BUDGET.
3. Museum Budget Status Finance Report for August 2017 (Unaudited).
4. Museum Director's Report.

Golf Course

- (2) **GOLF COURSE – REVIEW OF 2018 DEPARTMENT BUDGET.**
- 5. Budget Status Financial Report for August 2017 (Unaudited).
- 6. Golf Course Superintendent's Report.

Library

- (3) **LIBRARY – REVIEW OF 2018 DEPARTMENT BUDGET.**
- 7. Library Report/Director's Report.

Zoo and Park Department

- (4) **ZOO AND PARK DEPARTMENT – REVIEW OF 2018 DEPARTMENT BUDGET.**
 - a. Resolution Approving a Change in Position during the 2018 Budget Process in the Zoo and Parks Department – Parks Table of Organization.
 - b. Resolution Approving New or Deleted Positions during the 2018 Budget Process in the Zoo and Parks Department – Zoo Table of Organization.

Park Department

- 8. Budget Status Financial Report for August 2017 (Unaudited).
- 9. September 2017 Park Attendance and Field Staff Reports.
- 10. Assistant Park Director's Report.

NEW Zoo

- 11. Budget Status Financial Report for August 2017 (Unaudited).
- 12. ZOO Monthly Activity Report for October 2017.

Other

- 13. Audit of bills.
- 14. Such other matters as authorized by law.
- 15. Adjourn.

John Van Dyck, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY
EDUCATION AND RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education and Recreation Committee** was held on Thursday, September 28, 2017 at the Brown County Golf Course, 897 Riverdale Dr., Oneida, Wisconsin.

Present: Chair Van Dyck, Supervisor Campbell, Supervisor Ballard, Supervisor Lefebvre
Excused: Supervisor Gruszynski
Also Present: Assistant Park Director Matt Kriese, Zoo & Park Director Neil Anderson, Director of Library Director Brian Simons, Museum Director Beth Lemke, Deputy Museum Director Kevin Cullen, Golf Course Superintendent Scott Anthes

I. Call to Order.

The meeting was called to order by Chair Van Dyck at 5:30 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Ballard, seconded by Supervisor Campbell to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/Modify Minutes of August 24, 2017.

Motion made by Supervisor Ballard, seconded by Supervisor Campbell to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public. None.

1. Review Minutes of:

- a. Neville Public Museum Governing Board (September 11, 2017).

Motion made by Supervisor Ballard, seconded by Supervisor Campbell to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Communications

2. Communication from Supervisor Schadewald re: This is my request for consideration of granting Purple Heart recipients free boat landing passes in Brown County. *Referred from September County Board.*

Asst. Park Director Matt Kriese informed there were 40-50 current recipients in Brown County. Milwaukee County was doing it with no issues. He emailed Green Bay and De Pere as they were a joint cooperation on annual passes and he hadn't heard back yet. It was a \$1,750 value if ever recipient bought a pass; they were unsure of how many owned a boat. He felt it was a great idea and would recommend approval.

Responding to Van Dyck's hesitation with whether or not they needed Green Bay or De Pere to be on board before proceeding, Kriese informed that he had looked at the resolution from 1989 and it didn't say anywhere that other municipalities needed to approve fee waivers. If he came up with something he will alert them at the next meeting. For now he didn't think they had any stake in this.

Motion made by Supervisor Campbell, seconded by Supervisor Ballard to draft a resolution enabling all Purple Heart recipients to receive free boat landing passes in Brown County. Vote taken. **MOTION CARRIED UNANIMOUSLY**

NEW Zoo

3. Zoo Director's Report and Zoo Monthly Activity Reports.
- ///

Zoo Director Neil Anderson provided a handout re: the arrival of a 2 year old male lion named Loiwtwa, aka Loid. He came from the Columbus Zoo and it took a couple weeks to get him back and forth but everything was working out good and he was on exhibit.

They opened up the new Prairie Grassland Exhibit; pictures were passed out and circulated. The prairie dogs have settled in and were out and about. Kids were having a blast, along with the adults.

Their penguin started nesting and they had one on an egg.

They had a female blackbear that went down to Springfield, MO to Wonders of Wildlife, she was doing fine.

They had 2 male red pandas coming from the Calgary Zoo. A conservation organization called Light hawk flew for conservation projects for free and they were looking to fly to Calgary to bring the pandas back.

Supervisor Lefebvre arrived at 5:34pm

Anderson referred to the operations report and informed that attendance had been great. As of this morning they were up a couple thousand from September of last year. Overall they were over 7,000 above last year's numbers. Revenue was up with the increase in admissions fees.

They had their Brew at the Zoo; it went fantastic. Their first year attendance was 124 people to 588 this year. They raised \$22,000 for the event for conservation.

Zoo Boo 2017 was coming up on October 13-14, 20-21, 27-28 from 3-8pm.

They received their AZA Accreditation, a copy of the press release was provided (attached). Campbell praised Anderson, the accreditation was worth it.

Motion made by Supervisor Ballard, seconded by Supervisor Lefebvre to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Park Management

4. **Review: Fairgrounds Masterplan meeting minutes from September 7th.**

Kriese noted the minutes were in the agenda packet; he provided a copy of the Brown County Fairgrounds Master Plan Project Timeline (attached) stating it would be the agenda moving forward.

Motion made by Supervisor Campbell, seconded by Supervisor Ballard to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **Resolution Providing Continuing Authorization and Directive to Enter into a Memorandum of Understanding regarding Winter Maintenance on the Fox River State Trail.**

Kriese stated it was still a 50/50 split between the 3 municipalities, De Pere, Green Bay and Allouez. The Brown County 50% portion of \$10,641 would be spent first and if they had a winter where they needed addition plowing then the municipalities' portions would kick in.

Motion made by Supervisor Campbell, seconded by Supervisor Lefebvre to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

6. **Request for waiver of trail fees by the Ashwaubenon Nordic Ski Team for their October 29th Stump Farm Trail Race.**

Ballard believed this was done last year; Kriese confirmed that they did and noted it would waive \$275.

Motion made by Supervisor Campbell, seconded by Supervisor Ballard to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

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7. **August 2017 Park Attendance and Field Staff Reports.**

Motion made by Supervisor Ballard, seconded by Supervisor Lefebvre to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

8. **Assistant Director's Report.**

Kriese informed they had a Fox River/Mountain Bay Trail resurfacing project going on and the bids were due next week. He requested that a special Ed & Rec meeting be held prior to the October County Board at 6:45pm to handle approvals; Van Dyck approved request.

Kriese received and provided a copy of a \$300 bill from the Brown County Fair for use of their own space; a tent displaying Brown County Parks materials, which they have every year and don't have an agreement in place. This was the first year they received a bill. He provided a handout showing what the county contribution was to the fair; it was \$71,592.98. He did ask the Fair Association to void the bill but wanted to make the committee aware. He briefly explained how they came up with the dollar amounts invested into the fair.

They installed 7 bike repair stations along the trails; the Fox River Trail, Mountain Bay Trail, Reforestation Camp. This was thanks to Leadership Green Bay as they made the fundraising effort.

Fliers were provided regarding the winter storage and the Brown County Rifle Range.

Thanks to the partnership with the Neville Public Museum, PARK*AEOLGY will be taking place at Bay Shore County Park on Saturday, September 30th (handout provided and attached).

Program-wise, Kriese informed night hikes and fall programs were coming up. Program guides were handed out.

As of 3pm today, they had 17-campers at the fairgrounds and a lot of people parking for the Packer game.

Kriese gave a shout out to NWTC staff and students, they were doing all the electrical work on the Fonfereks Glen gate that will be installed in the next month as well as all of the work at Bay Shore Park again. They had done some work at the fairgrounds. It was hard to put a number but it was probably around \$50,000-\$100,000 that NWTC had saved Brown County. They will continue to do a luncheon with their students when they wrap up those projects. Kriese stated they loved working with the Parks and the Parks loved working with them. It got their students out in real life experience; especially at Bay Shore where the bedrock was about a foot down. Van Dyck suggested recognizing the group before the County Board at some point; Kriese suggested a commendation.

They had an emergency repair of a waterline at Pamperin Park and will have some asphalt replacement costs coming up.

Motion made by Supervisor Campbell, seconded by Supervisor Ballard to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Library

9. **Library Report/Director's Report.**

Library Director Brian Simons informed that they still don't have a Finance Manager but had been interviewing. They had a good pool of possible candidates; a couple were internal of the county. They were hopeful they will work out and by mid-October they will be able to make a final determination on that.

Yesterday was the Leaders Lunch for current young professionals; he wasn't able to go but was invited as a leader. The library sent a bunch of their young professionals. He got an email back from the director of the program who got an email from Robin Davis, the speaker about diversity, who had gotten an email from one of their employees informing that she had gotten so much out of it, connected with so many people and thanked Ms. Davis. It was a cycle of good news that made its way back to them. He was really proud that they had an employee like that, who they just hired on less than a year ago. She was really proving that they could utilize her in a lot of great ways, to connect with the community. The more they connect with the community, the better. ///

As discussed at the last meeting, the new hours they were moving to in January, staff was informed last Friday at a staff meeting. Now they were in the process of getting materials to inform the public. Their goal was end of next week.

Motion made by Supervisor Ballard, seconded by Supervisor Lefebvre to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Museum

10. Museum Budget Status Financial Report for July 2017 - Unaudited.

Lemke informed July financials were discussed last month. Lemke provided August financials and briefly spoke to them, however it was noted that August financials will be taken up next month as an agenda item.

Motion made by Supervisor Campbell, seconded by Supervisor Ballard to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

11. Director's Report.

Lemke informed Permian Monsters: Life Before the Dinosaurs, was a very fun move-in. She gave a huge shout-out to Governing Board Chair Kevin Kuehn for the use of his forklift to unload the semi. It definitely took a team effort to get the pieces in. They had it up and running and their Neville staff was complimented very highly from the crew that was hired to bring the exhibit to them, for their dedication and the turnaround. It was quite exciting to have that exhibit and they had the right combination for the last quarter of the year with Neon, Estamos Aqui, Holidays spread throughout the museum and Children Only Shop was getting a complete revamp and they had some last quarter marketing.

Lemke thanked the Neville Public Museum Foundation for allowing them to have 2 traveling shows at the same time, allowing them to get caught up on the capital process. Although they weren't spending money on the capital, they still had a lot of work that needed to happen from the team. The last quarter of 2017 will be focused on inventorying the core gallery as it existed now; she shared their upcoming plans which will be done prior to having their RFP ready to go. She was going to start the RFP after the budget cycle this year as she still had to finish this year's marketing and promotions plan, in which she briefly expounded on. She was hoping to bring the RFP to the committee by January.

Discussions ensued with regard to a new exhibit, "Our Brown County"; Lemke informed it was in the Executive's budget. When she did the budget for the Executive, the directive was that she had to come in at \$0. To do that she had to cut the marketing and promotions budget. The Executive then allowed some money to come back in specifically to "Our Brown County"; they had \$5,000 more in their 'Advertising Public Notice' line. She felt their advertising budget for 2018 was fantastic. They also briefly spoke to the details for the Brown County 200th anniversary in 2018, Lemke noted opportunities to promote Brown County at community established events and to partner alongside and not only utilize downtown Green Bay but border to border, in which to share the county's story. Ballard believed they needed to have this conversation so it wasn't forgotten in the budget or a surprise at the budget. Van Dyck would rather see them put something extra in their budget for this item. Lemke informed the Deputy Executive, Administration and Corporation Counsel were looking at it as it was ongoing.

Lemke informed that the county logo and exhibit logo are going to be launched. They launched the artifact tournament of 50 artifacts, 50 stories, 50 people and 50 places. They took it to the public and boosted their social media posts, which was quite successful. Lemke briefly spoke to the outreach portion of her report.

Motion made by Supervisor Ballard, seconded by Supervisor Campbell to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Golf Course

12. Superintendent's Report.

Anthes provided golf course financial statistics for August (attached) and briefly spoke to it. He informed they were expected to do pretty well for the year.

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The Children's Charity Golf Classic was held on September 13th. This year's beneficiary went to NWTC, they again gave \$20,000 to the endowment that they created 6 years ago. There was \$150,000 in that fund and the Children's Charity sponsored 2-3 kids a year for scholarships. This year with that startup of the Promise Fund, they were part of that startup fund and donated \$37,000 through the charity. For that day the golf course absorbs the green fees. They charge for carts because they had a contract where they pay a portion. They raised \$57,000 with Packers and that all went to NWTC.

Upcoming Projects include: aerifying greens starting next week Monday and Tuesday; tees and fairways will begin the following Monday; their irrigation blow out is at the end of the month and then it's wrap up, close the doors and get tree work done for the winter.

Motion made by Supervisor Ballard, seconded by Supervisor Campbell to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Other

13. **Audit of bills.**

Motion made by Supervisor Ballard, seconded by Supervisor Campbell to approve the bills. Vote taken.
MOTION CARRIED UNANIMOUSLY

14. **Such other matters as authorized by law.**

15. **Adjourn.**

Motion made by Supervisor Campbell, seconded by Supervisor Ballard to adjourn at 6:24 pm. Vote taken.
MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

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PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on August 17, 2017 at 5:15 p.m. at the Brown County Central Library, 515 Pine Street, downtown Green Bay, WI

PRESENT: MARISSA MELI, YING LACOURT, BOB NIELSEN, DAVID RUNNING, STEVE TERRIEN, JOHN VAN DYCK and JOHN VANDER LEEST

EXCUSED: KAYLA JACOBSON and CHRISTOPHER WAGNER

ALSO PRESENT: Brian Simons, Curt Beyler, Sue Lagerman, and Emily Rogers (staff)

CALL TO ORDER Financial Secretary Van Dyck called the meeting to order at 5:25 p.m.

APPROVE AGENDA AND MINUTES Van Dyck proposed moving the closed session (agenda items 7-10) to follow agenda item 4.

Motion by Vander Leest, seconded by Nielsen, to approve the modified agenda. **Motion carried.**

Motion by Vander Leest, seconded by Nielsen, to approve the minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

BOARD OFFICER VACANCY APPOINTMENT **Motion** by Vander Leest, seconded by Terrien, to nominate David Running as Vice-President of the Library Board. Meli called for other nominations. There were none.

Motion by Vander Leest, seconded by Van Dyck, to close the nomination process. **Motion carried.**

Motion by Van Dyck, seconded by Vander Leest, to approve the nomination of David Running as Vice-President. **Motion carried unanimously.**

CLOSED SESSION

Open Session: Discussion and possible motion to convene in closed session. **Motion** by Van Dyck, seconded by Vander Leest, to move into closed session. Roll call vote: Aye: Meli, Van Dyck, Nielsen, Running, Vander Leest, and Terrien. Nay: None. **Motion carried at 5:30 pm.** Staff was invited to stay.

Closed session pursuant to Wis. Stat. § 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session - East Branch Lease.

Reconvene in Open Session: Approve any action that may have been recommended in Closed Session **Motion** by Van Dyck, seconded by Vander Leest, to reconvene in open session at p.m. Roll call vote: Aye: Meli, Van Dyck, Nielsen, Jacobson, LaCourt, Running, Vander Leest, and Terrien. Nay: None. **Motion carried.** The Board directed Simons to counter the East Branch lease offer presented by the building owner and hold on pursuing a realtor until further exploration of current leads is completed.

LIBRARY BUSINESS

A. Finance Report, Bills and Donations Financial reports were not available due to the Finance Manager vacancy. **Motion** by Vander Leest, seconded by Van Dyck, to hold until September meeting. **Motion carried.**

FACILITIES

A. Facilities Manager's Report New study rooms are being built at Weyers-Hilliard and will be complete soon.

B. Discussion and Possible Action Regarding realtor RFP **Motion** by Vander Leest, seconded by Running, to engage a realtor now under the presumption that it will take 60-90 days to produce and issue an RFP to conduct a search for potential property for East Branch. Also, a robust discussion will likely ensue on disbursement of .05% sales tax. Simons talked to Chad Weininger who indicated that County Administration's plan suggests that \$1M would be available next year (no further time frame was given). **Motion carried.**

C. Update on Central Library Media Lab No report. **Motion** by Vander Leest, seconded by Running, to receive and place on file. **Motion carried.**

DISCUSSION AND POSSIBLE ACTION REGARDING LIBRARY FUNDING FROM THE ½% SALES TAX Simons reviewed the 2018 Capital project 6-year outlook summary proposal. This document could be helpful in planning and for fundraising. East is a priority but if other projects/branch opportunities can kickoff sooner, the board has to be cognizant of that. Flexibility is important. Prior to the passage of the sales tax, \$300,000 was taken out of general fund for expansion and/or renovation of Pulaski Branch – to move to the former printery building and contingent on the community raising \$300,000. There was a miscommunication that that monies received from the ½ % sales tax would replace the \$300,000 and fundraising. Van Dyck has put in a communication to Ed & Rec for clarification and County Administration understands the fundraising is still intact. Van Dyck commented that document has not been seen by Ed & Rec yet and is not finalized. Vander Leest suggested getting input and perhaps starting an East Branch Fundraising Committee – capital campaign, etc. Simons noted that the need to determine how the \$20M will be allocated to libraries should be addressed soon. This will allow for market analysis to be done. Vander Leest suggested inviting Pat LaViolette to a future meeting to discuss fundraising as it is not too soon to find champions for the East Branch project. **Motion** by Van Dyck, seconded by Vander Leest, to make the ½ % sales tax a standing item on the agenda. **Motion carried.**

DISCUSSION AND POSSIBLE ACTION REGARDING CHANGE OF DATE FOR DECEMBER LIBRARY BOARD MEETING **Motion** by Vander Leest, seconded by Running, to approve changing the date of the December Board meeting from Thursday, December 21 to December 14, 2017. **Motion carried.**

DISCUSSION AND POSSIBLE ACTION ON PROPOSED LIBRARY HOURS ADJUSTMENT Simons walked the Board through the revision of adjusted hours. The management team was involved in structuring the schedule based on staffing. Staff will be prepared to address any patrons who challenge the change. Communicating this to the public up front will help the public through the transition. **Motion** by Vander Leest, seconded by Nielsen, to approve the hours adjustment as presented with an implementation date of January 1, 2018 with posting for reason of changes posted at all branches. Meli asked about corrections to individual schedules (paying staff when the library was not open) and Simons confirmed they have been corrected in this hours adjustment scenario. Vander Leest mentioned the importance of making good use of money and resources. Running supported this indicating uniformity is a good thing. Van Dyck asked about implementation timeline and suggested a feedback period. **Motion carried.**

APPROVE EMPLOYEE CONDUCT AGREEMENT Revisions for this agreement were not complete. **Motion** by Van Dyck, seconded by Vander Leest to hold this agenda item until the September meeting. **Motion carried.**

APPROVE MEETING ROOMS AND STUDY ROOM USE POLICY Simons pointed out that some of the additions help cover potentially difficult situations (like those happening in Virginia) and others better clarify use of library spaces. Meli suggested verbiage change. **Motion** by Vander Leest, seconded by Running, to approve the amended meeting Rooms and Study Room Policy with the following language changes: “5. Meetings or discussions that intend or have potential to incite an immediate breach of the peace.” Some of the rental fees changed and based on \$1 per person based on capacity – rounded up to nearest \$10. LaCourt asked who uses the room. Simons confirmed that most organizations are non-profits. Discussion also took place about frequency, priority and conflicts. **Motion carried with one nay vote.**

PRESIDENT’S REPORT Woman who had questioned STEM programming on Facebook was invited to September’s meeting. Human Resources sent a packet of services they provide for the Library Board’s information. LaCourt asked if the staff had access to these services. The library’s dependency on Human Resources will be on the September agenda.

LIBRARY DIRECTOR’S REPORT The Finance Manager opening is posted and there have been many applicants. Concept Loft lease is fully executed. Summer Reading Adventure is wrapping up and data is being collected. Data from schools will be forthcoming. Performance plans are starting and will be completed by November pending funds for raises. Pay ratios will be brought to the board for approval.

OLD BUSINESS None.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW Vander Leest would like to have LaViolette invited to meeting related to fundraising. The Board would like to hold future meetings at the East and Ashwaubenon branches.

ADJOURNMENT

Motion by Vander Leest, seconded by LaCourt, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:37 p.m.

1a

NEXT REGULAR MEETING

September 21, 2017

Central Library

5:15 p.m.

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary

NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY



BRIDGING COMMUNITIES. CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, October 9, 2017 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kevin Kuehn, Bernie Erickson, Erik Hoyer, Tom Sieber, and Kramer Rock Terri Trantow arrived at 4:52pm
ALSO PRESENT: Kevin Cullen and Beth Lemke, Kasha Huntowski arrived at 4:52pm

CALL MEETING TO ORDER

1. Chairman Kuehn called the meeting to order at 4:33PM.

2. **APPROVE/MODIFY AGNEDA**

Motion made by Kramer Rock and seconded by Tom Sieber to approve the agenda.

Vote taken. MOTION APPROVED UNANIMOUSLY.

3. **Museum Director Report.**

Museum Director Lemke updated the Board on September attendance, fall and winter outreach plans, the social media strategy for the Our Brown County artifact tournament, the instillation of a bike repair station, and the nomination from Congressman Gallagher's office regarding the 2018 IMLS National Medal for Museum Service.

Museum Director Lemke provided draft copies of the 2018 and 2019 temporary exhibit plan and the 2018 promotions budget plan. She expressed that the Neville Public Museum Foundation has not approved of the 2018 temporary exhibit and education budget request and would be reducing the County's request to under \$100,000 for FY18.

Museum Director Lemke shared that the 2018 County budget process was moving quickly along and that the Museum's Department Budget presentation is scheduled for Education and Recreation Committee for Tuesday, October 17, 2017 at the Northern Building. She explained that Supervisor Ballard was planning to submit on behalf of the Museum a onetime levy request to offset program expenses for Our Brown County program costs that are not funded by the Neville Public Museum Foundation. Specifically for yearlong outreach and for a County Birthday Party that will take place on the Museum Grounds Friday, October 26, 2018—the day Brown became the first County in Wisconsin.

Museum Director Lemke stated she would begin work on the Core Gallery RFP once the 2018 budget is passed and hopes to have a draft for Governing Board and Education and Recreation review in December 2017. Discussion ensued; No action was directed.

4. **Museum Deputy Director Report.**

Deputy Director Cullen shared updates on the current Main Exhibit Gallery artifact inventory. He also shared updates on necessary documents such as Past Perfect Collections Management Guidelines and Public Safety/Collections Security manual in preparation for the Neville Public Museum's next accreditation Self-Study due July 1, 2022

Discussion ensued; full support of the projects are to be noted.

5. Such other matters as authorized by law:

Supervisor Hoyer shared the observation and recommendation for the Neville Public Museum Foundation to select an alternative adhesive sticker for the Muspaper newsletter as the current sticker tears the document upon opening.

Next meeting of the Neville Public Museum Governing Board will be Monday, November 13, 2017
at 4:30pm

2017 meeting date are as follows:
Monday, December 11, 2017

2018 meeting dates are as follows:

January 8, 2018
February 12, 2018
March 12, 2018
April 9, 2018
May 14, 2018
June 11, 2018
July 9, 2018
August 13, 2018
September 10, 2018
October 8, 2018
November 12, 2018
December 10, 2018

6. Adjournment. Chairman Kuehn called the meeting to an end at 5:04PM.
Motion made by Tom Sieber and seconded by Erik Hoyer to approve.
Vote taken. MOTION APPROVED UNANIMOUSLY.

Brown County



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

OCTOBER 2, 2017

TO: EDUCATION & RECREATION COMMITTEE

FROM: PATRICK W. MOYNIHAN, JR., SUPERVISOR – DISTRICT #22

DEAR COMMITTEE MEMBERS:

I HEREBY REQUEST THAT THE BROWN COUNTY EDUCATION & RECREATION COMMITTEE AND ULTIMATELY THE BROWN COUNTY BOARD OF SUPERVISORS PROVIDE THE NECESSARY FUNDING TO PROVIDE MAGNETOMETERS (4-5) FOR INCREASED SECURITY IMPLEMENTATION AT THE RESCH CENTER.

AS EVIDENCED IN PARIS, LONDON AND LAS VEGAS, NO ONE IS IMMUNE FROM EVIL AND TERRORISM. WE AS A PEOPLE, AS A COUNTY, CAN NO LONGER HAVE THE MINDSET "IT CAN'T HAPPEN HERE". IT'S OUR DUTY AS PUBLIC SERVANTS TO ENSURE OUR CITIZENS, OUR PATRONS, OUR MANAGERIAL STAFF AND OUR EMPLOYEES ARE AS WELL PROTECTED AS POSSIBLE FROM ANY HEINOUS INTENTIONS.

I RESPECTFULLY ASK FOR YOUR CONSIDERATION.

A handwritten signature in black ink, appearing to read "Patrick Moynihan, Jr.", with a long horizontal flourish extending to the right.

PATRICK W. MOYNIHAN, JR.
SUPERVISOR, DISTRICT #22



Museum

Beth Lemke – Director
(920) 448-7848

MISSION

The Neville Public Museum of Brown County is an accredited cultural institution that champions history, science and art. Located in downtown Green Bay, Wisconsin, the museum is dedicated to the collection and preservation of significant objects relevant to Northeast Wisconsin and the Upper Peninsula of Michigan. The museum seeks to bridge these multi-generational regional communities through engaging exhibitions and dynamic programs.

PROGRAM DESCRIPTION

The Neville Public Museum contributes to regional economic development, the preservation and interpretation of material culture, and public education by undertaking three major activities: collection, exhibition, and educational events and programs. Collection is intended to protect our cultural heritage now and for the future by preserving objects for study, enrichment, and enjoyment. Temporary and permanent exhibits are presented as lively and enjoyable methods of educating the public on topics in the fields of history, science and art. Education is provided through educational tours (interpretive exhibit tours combined with participatory classroom work), Hard Core History lectures, Exhibit Exposed gallery talks, special member events, Winter Warm Up Music at the Museum concerts, virtual/distance learning field trips, teacher in-services, and outreach programs. In 2016, 47,145 visitors attended the Museum, and many others were served through outreach programs (19,164), research and reference calls (469). The Museum also acts as a community center, hosting meetings for County departments, local businesses, and numerous organizations.

PERFORMANCE MEASURES-	2016 Actual	2017 Estimate	2017 Budget	2018 Budget	Budget Change
Hours Donated by Members of the Neville Public Museum Foundation and Governing Boards, Friends and Supporters of the Museum	5,863	5,000	5,000	5,000	0.00%
Annual Number of Collections Cataloged*	1,117	400	400	500	25.00%
Annual Number of Unique Website Visits	207,917	210,000	175,000	215,000	22.86%
Annual Number of Individuals Served	47,145	47,000	47,000	47,000	0.00%
Annual Member Households	815	805	800	800	0.00%
Annual Value of Gifts, Grants and Donations	\$129,967.27	\$173,250	\$173,250	\$105,750	-38.96%

* Significant change due to number of interns working on entering into artifact database. Backlog objects are received in a year other than the year in which it was cataloged.

INITIATIVES

Core Exhibit Gallery Renovation – Museum staff, Neville Public Museum Foundation Board, along with community stakeholders, will implement the Visitor Experience & Architectural Exhibition Master Plan. The plan provides renovation direction for the design of the core exhibit *Edge of the Inland Sea*. Additionally, Museum staff will finalize the interpretive plan for the new and dynamic exhibition and provide how the various temporary exhibit spaces are utilized during the fourteen month renovation.

Digital Initiative – Museum staff will utilize new opportunities with collections management software in making Brown County Collections much more publically accessible through improved research request techniques and online search functions such as Classroom Distance Learning, virtual exhibits and online collections. To do so, staff will prioritize projects and time to achieve significant accomplishment in the areas of launching a mobile website, photo negative scanning, cataloging, caption writing and uploading as well as 3-D artifact cataloging.

Education Program – As a team, Museum staff, Museum Governing Board and Neville Public Museum Foundation commit to providing meaningful resources to the entire population of learners who have the ability to learn from real world examples housed within the Neville. This includes supporting (digitally, physically, intellectually, and through

1- Budget

research) the evolving education program to allow students, adults, seniors and families to explore history, art, science and technology through hands-on learning and inquiry based teaching.

Our Brown County 1818-2018 - Nearly two years into the development *Our Brown County* will result in the celebration of the County's Bicentennial with a coordinated, themed calendar of events. *Our Brown County* the exhibit explores our communities' stories through 50 artifacts, 50 photographs, 50 people, and 50 places that demonstrate the complex, diverse, and rich history of Brown County. Opening date is set for Tuesday, May 29, 2018.

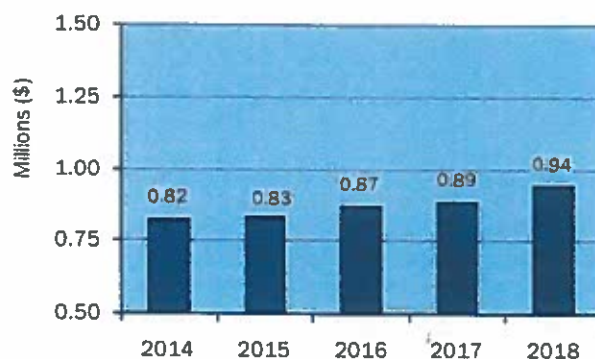
FINANCIAL SUMMARY

	2016 Actual	2017 Estimated	2017 Amended Budget	2018 Budget	Change from 2017 Amended Budget	
					\$	%
Public Charges	128,138	136,550	138,800	143,550	4,750	3.42%
Miscellaneous Revenue	148,455	184,750	184,750	119,810	(64,940)	-35.15%
Other Financing Sources	21,619	31,350	31,350	-	(31,350)	-100.00%
Total Revenues	298,212	352,650	354,900	263,360	(91,540)	-25.79%
Personnel Costs	596,994	595,183	595,183	612,147	16,964	2.85%
Operating Expenses	590,677	644,588	646,838	594,067	(52,771)	-8.16%
Total Expenses	1,187,671	1,239,771	1,242,021	1,206,214	(35,807)	-2.88%
Property Taxes	870,928	887,121	887,121	942,854	55,733	6.28%
Net Total Activity	(18,531)	-	-	-		

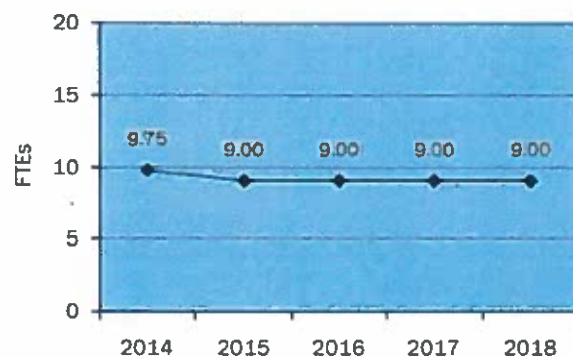
SUMMARY HIGHLIGHTS

- Public Charges - There was a slight increase in rental fees and a complete overhaul of the birthday party package pricing.
- Miscellaneous Revenue - Donations from the NPM Foundation are anticipated to decrease by \$67,500. This has a corresponding decrease in operating expenses.
- Other Financing Sources - The 2017 budget included \$31,350 carried forward from the 2016 budget for the completion of the Museum Visitor Experience & Architectural Plan. There was a corresponding increase in the 2017 budget for operating expenses.
- Personnel Costs - The majority of the increase relates to health insurance and workers' compensation premiums.
- Operating Expenses:
 - Indirect costs increase by \$38,152.
 - Professional services decreased by \$31,350 as the Visitor Experience & Architectural Plan was completed in 2017.
 - Donated items from the NPM Foundation are budgeted to decrease by \$67,500.

PROPERTY TAX TRENDS



STAFFING TRENDS

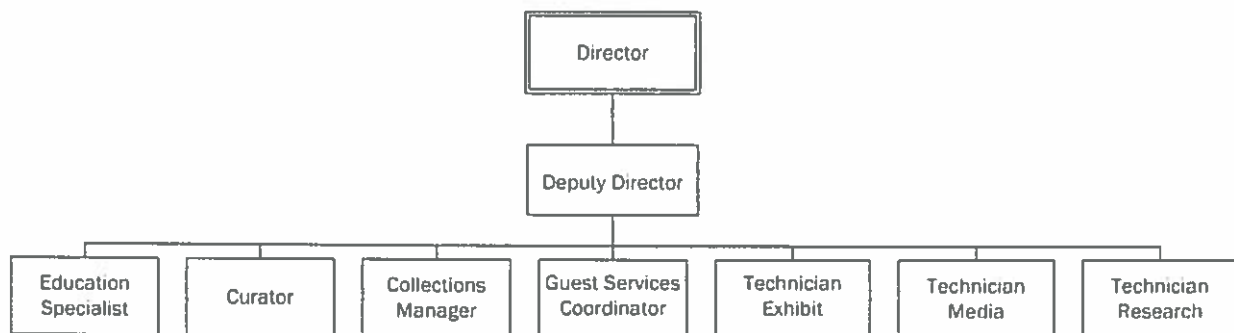


1 - Budget

STAFFING SUMMARY

Position	FTE	Unit Rate	Budget	
			Hours	Cost
Museum Director	1.00	35.26	2,088	73,623
Deputy Director	1.00	29.62	2,088	61,854
Collections Manager	1.00	26.50	2,088	55,337
Curator	1.00	22.25	2,088	46,461
Education Specialist	1.00	22.25	2,088	46,461
Technician	1.00	19.20	1,958	37,584
Technician	1.00	19.02	1,958	37,229
Technician	1.00	18.65	1,958	36,498
Guest Services Coordinator	1.00	17.32	2,088	36,169
	9.00		18,402	431,216

Salary Adjustments	
Regular Earnings	431,216
Fringe Benefits	180,931
2018 Total Compensation	612,147



1-Budget

MUSEUM 2018 BUDGET

Account Description	2016 Actual Amount	2017 6-Month Actual Amount	2017 Estimated Amount	2017 Amended Budget	2018 Executive
Fund: 100 - General Fund					
REVENUES					
General property taxes	870,928	443,561	887,121	887,121	942,854
Charges and fees	6,475	3,836	8,800	10,000	10,000
Charges and fees Daily	108,581	40,111	111,000	112,000	114,500
Sales Vending machine	223	74	250	300	300
Rent Buildings	12,859	8,500	16,500	16,500	18,750
Intra-county charge	360	600	-	-	-
Miscellaneous	17,095	9,215	10,000	10,000	12,060
Donations	1,052	352	1,500	1,500	2,000
Donations NPM foundation	129,967	46,218	173,250	173,250	105,750
Cash Over/Short	(20)	10	-	-	-
Carryover	-	31,350	31,350	31,350	-
Intrafund Transfer In	12,525	-	-	-	-
Intrafund Transfer In HR	9,094	-	-	-	-
REVENUES TOTAL	1,169,140	583,826	1,239,771	1,242,021	1,206,214
EXPENSES					
Regular earnings	379,272	183,855	428,058	428,058	431,216
Regular earnings Budget only	-	-	7,877	7,877	-
Paid leave earnings Vacation	18,355	8,164	-	-	-
Paid leave earnings Personal	5,918	1,217	-	-	-
Paid leave earnings Casual time used	7,960	1,032	-	-	-
Paid leave earnings Holiday	12,468	3,301	-	-	-
Paid leave earnings Other (funeral, jury duty, etc)	800	158	-	-	-
Premium Overtime	163	50	-	-	-
Premium Comp time payout	3,526	716	-	-	-
Premium Holiday worked	204	-	-	-	-
Fringe benefits FICA	30,868	14,555	30,863	30,863	32,990
Fringe benefits Unemployment Comp	991	369	837	837	539
Fringe benefits Health insurance	92,206	38,990	84,344	84,344	98,459
Fringe benefits Dental Insurance	7,083	3,093	6,800	6,800	6,960
Fringe benefits Life Insurance	292	113	272	272	271
Fringe benefits LT disability insurance	1,540	1,043	2,354	2,354	1,698
Fringe benefits ST disability insurance	4,840	1,639	3,278	3,278	2,377
Fringe benefits Workers Comp insurance	2,214	462	918	918	6,591
Fringe benefits Retirement	28,296	13,497	29,108	29,108	31,046
Fringe benefits - Budget only	-	-	474	474	-
Employee allowance Clothing	525	13	15	500	-
Supplies	4,380	4,012	6,000	5,000	4,000
Supplies Office	1,784	378	3,000	3,000	2,500
Supplies Cleaning and household	1,227	385	3,000	3,000	2,500
Supplies Technology	815	133	1,000	1,000	1,000
Supplies Postage	226	86	500	500	500
Supplies Audio visual	1,137	1,090	2,000	2,000	1,500
Supplies Tools & shop	243	49	747	1,000	1,000
Dues and memberships	2,080	1,635	2,430	2,430	2,260
Maintenance agreement Software	21,342	1,267	1,266	2,838	2,860
Repairs and maintenance Equipment	-	-	-	100	-

1-Budget

MUSEUM 2018 BUDGET

Account Description	2016 Actual Amount	2017 6-Month Actual Amount	2017 Estimated Amount	2017 Amended Budget	2018 Executive
Vehicle/equipment Gas, oil, etc.	43	19	500	500	500
Advertising and public notice	38,141	19,016	30,500	31,293	29,774
Books, periodicals, subscriptions	15,273	15,253	16,500	16,749	18,396
Software/Licenses	1,557	-	-	-	-
Travel and training	1,560	618	2,100	2,000	1,000
Service fees	1,716	950	2,000	2,000	2,000
Insurance Building and contents premium	-	-	-	-	6,842
Electric	49,385	20,506	52,000	52,000	52,500
Gas, oil, etc.	8,424	6,658	14,000	16,000	15,000
Water & sewer	3,106	1,363	3,000	2,500	3,200
Water & sewer Storm water mgmt	1,282	764	1,550	1,600	1,600
Telephone	704	350	750	750	750
Indirect cost	136,228	66,828	133,656	133,656	171,808
Intra-county expense Technology Svcs	66,527	42,074	69,857	69,857	73,976
Intra-county expense Insurance	19,388	10,170	20,342	20,342	21,259
Intra-county expense Highway	153	264	500	500	500
Intra-county expense Copy center	5,527	4,351	4,500	4,500	4,500
Intra-county expense Departmental copiers	2,332	1,166	2,332	2,332	2,355
Intra-county expense Document center	201	105	291	291	237
Contracted services	9,413	1,652	1,652	-	-
Security	53,464	27,440	64,000	64,000	64,000
Professional services	12,525	27,975	31,350	31,350	-
Donated Items	129,967	46,218	173,250	173,250	105,750
EXPENSES TOTAL	1,187,871	575,041	1,239,771	1,242,021	1,206,214
REVENUE GRAND TOTALS:	1,169,140	583,826	1,239,771	1,242,021	1,206,214
EXPENSE GRAND TOTALS:	1,187,671	575,041	1,239,771	1,242,021	1,206,214
NET GRAND TOTALS:	(18,531)	8,785	-	-	-

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Rates and Fees

<u>Department/Description</u>	<u>Unit</u>	<u>2017 Rate/Fee</u>	<u>2018 Rate/Fee</u>
<u>Museum</u>			
Admission	Adult (16/over)	7.00	7.00
	Children (6-15)	3.00	3.00
	Children (5/under)	Free	Free
School Youth Group Admission			
Student, Teacher, Chaperone	Per Person	3.00	3.00
Guided School Youth Group Admission			
Student, Teacher, Chaperone	Per Person	3.00	3.00
Behind the Scenes Tour	Per Person	25.00	25.00
Minimum of 4 persons			
Virtual/Distance Learning Educational Program	Per Person	50.00 per Classroom	1.00
Guided Tour Adult Group Admission	Per Person	N/A	7.00
Offsite Youth Program	Per Person	N/A	3.00
Baby Bones Birthday Party Package	Per Party	N/A	190.00
For 15 children	Extra guests	N/A	9.00
	Adults	N/A	5.00
Mama Bones Birthday Party Package	Per Party	N/A	230.00
For 15 children	Extra guests	N/A	13.00
	Adults	N/A	5.00
Stompy Birthday Party Package	Per Party	N/A	275.00
For 15 children	Extra guests	N/A	15.00
	Adults	N/A	5.00
<u>Space Fees:</u>			
Neville Theater	Full Day	200.00	210.00
	Half Day	125.00	130.00
	Evening	200.00	210.00
Meeting Room	Full Day	100.00	110.00
	Half Day	60.00	75.00
	Evening	100.00	150.00
2 Meeting Rooms	Full Day	175.00	190.00
	Half Day	100.00	120.00
	Evening	175.00	250.00
3 Meeting Rooms	Full Day	250.00	275.00
	Half Day	150.00	175.00
	Evening	250.00	325.00
Board Room	Full Day	175.00	N/A
	Half Day	125.00	N/A
	Evening	175.00	N/A
Mezzanine Gallery	Half Day	200.00	400.00
	Evening	300.00	600.00
Exhibitions/All Galleries	Half Day	350.00	500.00
	Evening	500.00	1,000.00
Parking Lot (Visitor)	Half Day	250.00	500.00
	Full Day	500.00	1,000.00
Parking Lot (Staff)	Half Day	75.00	75.00
	Full Day	125.00	125.00
Security/Utilities	Per Hr/Per Floor	50.00	50.00
Room Deposit (non-refundable)	Per Event	5% of Invoice	50% of Invoice
<u>Event Fees:</u>			
Parking	Per Vehicle	Starting at 5.00	Starting at 5.00
Activity/Supply Fee	Per Person	Up to 7.00	Up to 7.00
Food/Beverage	Per Event	10% of sales	10% of sales

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Rates and Fees

<u>Department/Description</u>	<u>Unit</u>	<u>2017 Rate/Fee</u>	<u>2018 Rate/Fee</u>
Technician			
Equipment Op/Set-up/Take Down	Hour	Technician Rate	Technician Rate
Maintenance			
Cleaning/Set-up/Take Down	Hour	Contract Rate	Contract Rate
Exhibit Fees:			
Exhibit Script Use	Unit	To Be Negotiated	To Be Negotiated
Exhibit Prop Rental	Unit	To Be Negotiated	To Be Negotiated
Exhibit Style Guide	Unit	To Be Negotiated	To Be Negotiated
Exhibit Graphics	Unit	To Be Negotiated	To Be Negotiated
Photography Fees (Non-commercial):			
Digital Prints Produced in House			
5 x 7	Print	20.00	20.00
8 x 10	Print	20.00	20.00
11 x 14	Print	40.00	40.00
16 x 20	Print	50.00	50.00
Online Sales Merchandise	Per Item	N/A	Starting at 15.00
Digital Prints Online Sales			
5 x 7	Print	10.00	10.00
8 x 10	Print	10.00	10.00
11 x 14	Print	20.00	20.00
16 x 20	Print	35.00	35.00
Vivid Metal Print Online Sales			
5 x 7	Print	36.00	36.00
8 x 10	Print	42.00	42.00
11 x 14	Print	66.00	66.00
16 x 20	Print	120.00	120.00
1.5" Canvas Gallery Wrap Online Sales			
8 x 10	Print	78.00	78.00
11 x 14	Print	108.00	108.00
16 x 20	Print	150.00	150.00
Photocopies	Page	.30	.30
Low Resolution Scans for Research/Review	Each	5.00	5.00
Publication	Per Image	Starting at 35.00	Starting at 35.00
Local Market	Per Image	Starting at 20.00	Starting at 20.00
Photography Fees (Commercial):			
Print for Exhibit (Any Size)	Print/Image	70.00	70.00
Publication	Per Image	Starting at 70.00	Starting at 70.00
Transfer to 3D Object, Billboard, Poster, Wallpaper, Etc.	Per Run/ Per Image	Starting at 200.00	Starting at 200.00
Original Photography Requiring Special Handling	Per Hour	50.00	50.00
Shipping and Handling	Per Order	8.00	8.00
Licensing Fees for Moving Images: (fees are listed per second with a 15-second minimum)			
All Not-for-Profit Use	Per Use Category	5.00	5.00
Non-broadcast			
Local Corporate Use	Second	20.00	20.00
National/World Corporate Use	Second	30.00	30.00
Broadcast Only			
Local-Small Market (NE WI & UP)	Second	15.00	15.00
Local - Major Market (Midwest: WI, MI, MN, IL, OH, MO, IN & IA)	Second	20.00	20.00
National	Second	30.00	30.00
Worldwide	Second	40.00	40.00

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Rates and Fees

<u>Department/Description</u>	<u>Unit</u>	<u>2017 Rate/Fee</u>	<u>2018 Rate/Fee</u>
Commercials Only			
Local Small Market	Second	15.00	15.00
Local Major Market	Second	30.00	30.00
National	Second	35.00	35.00
Worldwide	Second	50.00	50.00
Home Video Distribution Only			
Local Small Market	Second	30.00	30.00
Local Major Market	Second	35.00	35.00
National	Second	40.00	40.00
Worldwide	Second	50.00	50.00
Internet Only			
All Markets	Second	25.00	25.00
All Uses Including Broadcast, Internet, Commercials & Home Video Distribution			
Local Small Market	Second	50.00	50.00
Local Major Market	Second	65.00	65.00
National	Second	100.00	100.00
Worldwide	Second	125.00	125.00
<i>(Lab duplication fees are in addition to NPM fees)</i>			
Miscellaneous Fees:			
Photocopies	Page	.30	.30
Piano Tuning	Tuning	Technician Rate + Room Rental	Technician Rate + Room Rental
Research and/or Consultation Fee	Hour	50.00	50.00
AV Technician for Events	Hour	50.00	50.00
Archeological Storage Fee			
Per Box up 6"x8"x12"	Annual Agreement	300.00	300.00
Per Box up 11"x13"x16"	Annual Agreement	550.00	550.00
Preparation Fee	Per hour	30.00	30.00

1-Budget

		2018	YTD	YTD Actual
2018 NPM Exhibit Budget	2018 Budget			Plus Est Final
Estamos Aqui (rollover & upkeep)	\$1,000.00			
Art Colony (includes January reception costs)	\$1,500.00			
<i>Under the Magnifying Glass</i> (\$4,500 shipping) (\$2080 - \$625 deposit for painting of gallery)	\$6,500.00		was \$7,000	
<i>Into the Arctic</i> (rental \$16,550 - 827.50 deposit plus shipping, plus graphics)	\$22,000.00			
Artistic Discovery: 2018 Congressional Art	\$250.00			
73rd Art Annual (includes award costs)	\$4,000.00			
<i>Our Brown County: 1818-2018</i> (includes reception)	\$34,000.00			
<i>Green Bay Packers Hometown Stories</i> (includes reception)	\$10,000.00			
Urban Agriculture	\$4,000.00			
Holiday Memories (includes reception NPMF TBD)	\$4,000.00			
MGE Upgrades CY2018 (Main Gallery)				
First Floor Hallway (Photo Displays)	\$1,000.00			
Mezzanine (Displays) Includes Artisan Center	\$3,000.00			
Deposits for future exhibits	\$2,000.00			
Total Exhibits	\$93,250.00	\$0.00		\$0.00
Programming: Education, Events, SPARK!	\$12,000.00			
Grand Total Exhibits/Programs	\$105,250.00	\$0.00		\$0.00
	was \$105,750 - removed deposit money for painting			

1-Budget

Proposal for Brown County 200th Birthday Event

Date(s) – Friday October 26th, 2018

Time: 10 a.m. to 7 p.m.

Location – Neville Public Museum/Museum Place in Downtown Green Bay

Goal – Have the entire Brown County community over to celebrate the 200th birthday of Brown County (founded October 26, 1818).

Focus – Family-friendly, activity-oriented fun with an educational twist on the history of Brown County 1818-2018.

Events

- Cupcakes for the first 1,000 guests
- Historic Entertainment by Frank Hermans (Let Me Be Frank) as Jacob Brown
- Informational Booths for different Brown County Departments offering public education (Health and Human Services, Child Support, Veterans Services, etc.)
- County Executive Reading of 200th Anniversary Official Proclamation
- Gov. Walker/Congressional Official Declaration/Recognition of 200th Anniversary
- Dance performances on the Neville Stage
- Food Trucks (food for sale)
- Ceremonial Birthday Beer Keg Tapping (Feat. Copper State/Titletown, with sales of the one-time historic brew inside both tap rooms)
- Pumpkin Carving Contest/Demonstrations (Art Community involvement)
- Antique & Classic Car Show
- Historic Trolley Tours depart from the Neville
- Grape Stomping (from local/area winery)

- Pumpkin Cheesecake Contest (Both Adult/Junior Competitions with prize money coming from Dairy Promotions)
- Corn/Cranberry food ware and other ideas for families to utilize (i.e. jellies, cooking tips)
- Candle making
- Live Music
- Fireworks Display at Dusk
- Continuation of 200th Anniversary Service Project – Collecting non-perishable food items for Ben's Wish* at each Brown County event with 200th Anniversary connection

Reasons Why This Would Work

- No School (traditionally Green Bay School District kids have off that Friday before Halloween)
- With kids out of school, families would be encouraged to head downtown for this unique, one-time party
- One-Day Event allows for potential greater volunteering/participation from County Departments
- Focusing budget needs on a single-day event rather than two-day event would mean better activities along with smaller bottom line
- Without making this a "Harvest Fest", it would not be incumbent upon Brown County to follow up with events in future years if successful
- Get more community support with a one-day event rather than having to commit to two days of investing resources

List of 200th Anniversary Event Ideas

1. Happy Birthday Brown County (10/26/18)
2. Oneida Pow Wow (6/29-7/1/18)
3. Oneida Code Talkers Day (5/25/18)
4. Celebrate De Pere (5/26-5/28/18)
5. Oneida Apple Fest (9/8/18)
6. SNC Day (9/17/18)
7. Denmark Lions Weekend (July 4th)
8. Pulaski Polka Days (7/19– 7/22/18)
9. Arti Gras (3/3-3/4/18)
10. Art Street (8/24-8/26/18)
11. Broadway Farmers Market
12. Down Town Green Bay Saturday Farmers Market
13. Oneida Framers Market
14. De Pere Farmers Market
15. Military Avenue Farmers Market
16. LPGA Classic at Thornberry Creek
17. Marian Shrine Pilgrimage (10/25-27/18)
18. Find Your Inspiration Event at KI Convention Center (October 2018)
19. Cashmere Pulaski Week
20. Fat Tuesday at Smurawa's Bakery (Pulaski)
21. Lighted Trails at Reforestation Park
22. NEW Zoo Events (Father's Day/Mother's Day/ZOO Boo)
23. Start of Packers Training Camp
24. Veteran's Day at Brown Co. Vets Memorial
25. Children's Charity Golf Outing at BC Golf Course
26. Ashwaubenon BLAST (8/11/18)
27. LedgeFest (9/22/18)
28. Bellevue's Trick-or-Treat trail (10/20/18)

Museum

Budget Status Report August 2017 "Unaudited"

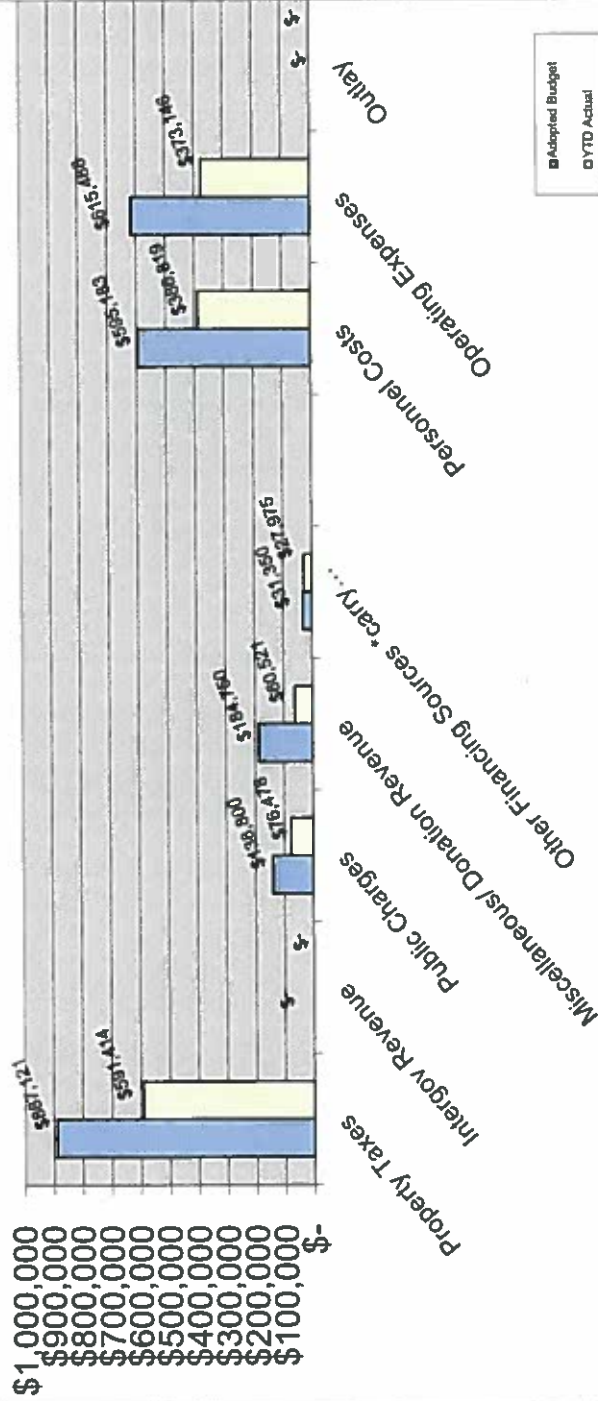
Prepared for presentation at the September 28, 2017 Ed & Rec

	Adopted Budget	YTD Actual	Percentage	YTD Comments:
Property Taxes	\$ 887,121	\$ 591,414	66.7%	
Intergov Revenue	\$ -	\$ -	#DIV/0!	
Public Charges	\$ 138,800	\$ 76,478	55.1%	
Miscellaneous/ Donation Revenue	\$ 184,750	\$ 60,521	32.8%	
Other Financing Sources *carry over	\$ 31,350	\$ 27,975	89.2%	
Personnel Costs	\$ 595,183	\$ 386,819	65.0%	
Operating Expenses	\$ 615,488	\$ 373,146	60.6%	
Outlay	\$ -	\$ -	#DIV/0!	

Comments:

Public Charges: include gate, photo sales, vending and room rental.
 Other Financing: intralund transfer for Master Planning. \$31,350.00 carry over to FY17
 Miscellaneous Revenue: includes NPMF funds for exhibits and programs.
 NPMF uses intra-county expense Copy Center
 [charge back amounts are deposited in Miscellaneous Revenue line
 Intergov Revenue: None in 2017
 Operating Expenses has a YTD encumbrance amount of \$4,615.00 for Advertising,
 \$26,057.58 for security, Other Financing Sources \$3,375.00 for RFP Visitor Experience Plan

Museum - August 31, 2017



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NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG



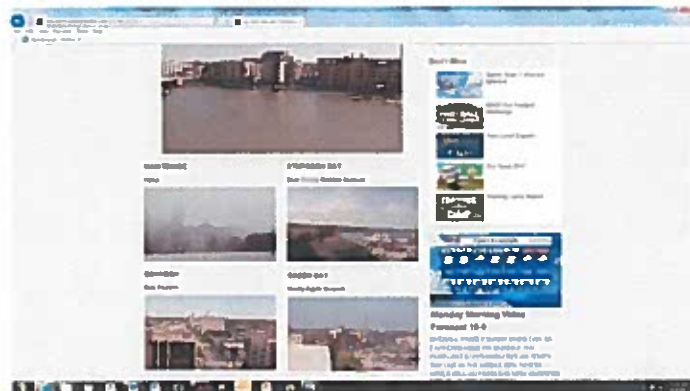
Neville Public Museum Director's Report
Education & Recreation Committee Brown County Board of Supervisors
For Tuesday, October 17, 2017, submitted Tuesday, October 10, 2017

Operations:

Since our last meeting, we held our tenth FREE Wednesday of the year, hosted our tenth Explorer Wednesday, installed a Bike Repair Station courtesy of Leadership Green Bay, partnered with Brown County Parks on a sold out Parkeology class at Bay Shore Park, held our first Soda Series Root Beer class of the season and became an official site for WFRV's Local 5 Skyview Network.



Left: Parkaeology Program Right: Bike Repair Station



WFRV's Local 5 Skyview Network Webpage

Outreach: Summer outreach has completed for the season. The Neville Team is preparing for outreach at the Chamber's Find Your Inspiration Youth Event, Bellevue Trick or Treat Trail and Downtown Green Bay Holiday Parade.

SPARK!: is a cultural program for people with early to mid-stage memory loss and their care partners. Programs are designed to keep participants actively engaged in their communities by providing experiences that stimulate conversations, provide peer support, and inspire creativity through engaging in museum experiences. Programs last between 60 and 90 minutes and include light refreshments and time to socialize, an in-gallery experience with specially-trained staff, and various hands-on experiences and projects depending on the exhibit we're exploring. Participants are welcome to visit the rest of the museum after the program.

SPARK! programs at the Neville Public Museum occur the third Tuesday of each month at 10:00 a.m. and are FREE for families to attend together in a comfortable environment. Space is limited, so please pre-register for the programs you plan to attend. Each month a different exhibit will be highlighted; click on a program below for more details and to register:

SPARK! Permian Monsters: Life Before Dinosaurs 16-Jan-2018

SPARK! Exquisite Miniatures: Under the Magnifying Glass 20-Feb-2018

SPARK! The Green Bay Art Colony 20-Mar-2018

SPARK! Estamos Aqui ("We Are Here") 17-Apr-2018

SPARK! NWTC Artisan Center 15-May-2018

SPARK! Into the Arctic 19-Jun-2018

SPARK! 73rd Art Annual 17-Jul-2018

SPARK! Our Brown County 21-Aug-2018

SPARK! 18-Sep-2018

SPARK! Green Bay Packers Hometown Stories 16-Oct-2018

SPARK! Holiday Memories 20-Nov-2018

The SPARK! program at the Neville Public Museum is generously funded by BADER PHILANTHROPIES, INC.



Image from the September piolet program

Focus On Collections: Voting is over and the results are in! The flight suit worn by John Evans during the Vietnam War is the winner. Thank you to everyone for participating in the artifact tournament for the upcoming exhibit *Our Brown County*.

Story behind the Vietnam Flight Suit, 1965-1973

The man who wore this flight suit flew high above the terrain of Vietnam, Thailand, and the Philippines between 1965 and 1973. John Evans volunteered for the U.S. Airforce and served as a combat aerial photographer. During the war, Evans was frequently shot at, but luckily was never shot down. After leaving the Air Force he became a lawyer and worked for Brown County and Oconto County. In 2016, Evans lost his battle with lung and brain cancer believed to have been caused by exposure to Agent Orange.

Stats from Facebook

Total Reach	22,150
Votes	422
Likes	226
Shares	120
Comments	81
Clicks to Website	388



Curator Lisa Kain being interviewed by NBC26

The Neville Public Museum Governing Board met on Monday, October 9, 2017. Museum Director Lemke updated the Board on September attendance, fall and winter outreach plans, the social media strategy for the Our Brown County artifact tournament, the instillation of a bike repair station, and the nomination from Congressman Gallagher's office regarding the 2018 IMLS National Medal for Museum Service.

Museum Director Lemke provided draft copies of the 2018 and 2019 temporary exhibit plan and the 2018 promotions budget plan. She expressed that the Neville Public Museum Foundation has not approved of the 2018 temporary exhibit

and education budget request and would be reducing the County's request to under \$100,000 for FY18.

Museum Director Lemke shared that the 2018 County budget process was moving quickly along and that the Museum's Department Budget presentation is scheduled for Education and Recreation Committee for Tuesday, October 17, 2017 at the Northern Building. She explained that Supervisor Ballard was planning to submit on behalf of the Museum a onetime levy request to offset program expenses for Our Brown County program costs that are not funded by the Neville Public Museum Foundation. Specifically for yearlong outreach and for a County Birthday Party that will take place on the Museum Grounds Friday, October 26, 2018—the day Brown became the first County in Wisconsin.

Museum Director Lemke stated she would begin work on the Core Gallery RFP once the 2018 budget is passed and hopes to have a draft for Governing Board and Education and Recreation review in December 2017. Discussion ensued; No action was directed.

The Neville Public Museum Foundation: The Neville Public Museum Foundation Executive Committee met September 5, 2017. Foundation Director Huntowski reported that the Museum's 2018 Budget CIP (Capital Improvement Request) Form along with narrative and budget for the Visitor Experience and Architectural Exhibition Master Plan Museum for the Core Exhibition was submitted by Museum Director Lemke on May 4, 2017.

According to Museum Director Lemke the six year CIP was approved at Education and Recreation Committee on August 24, 2017, by Executive Committee on September 11, 2017 and by the full County Board on September 20, 2017. During the remainder of 2017 the museum team will be working on writing the script for the core gallery interpretive plan with the understanding that the Core Gallery Renovations RFP will be awarded in 2018 and with construction beginning in 2019.

Additionally, the Foundations potential Capital Campaign Cabinet, Budget, Goals & Timelines were discussed.



Neville Public Museum Online Photo Sales <http://photos.nevillepublicmuseum.org/>

2017	Sessions	Users	Page Views	Bounce Rate
January '17	1056	721	20,696	38.92%
February '17	942	686	14,634	31.60%
March '17	1220	941	16,402	41.56%
April '17	794	568	14,037	47.73%
May '17	559	411	10,787	39.71%
June '17	831	634	16,893	33.81%
July '17	761	610	13,650	32.06%
August '17	820	651	15,649	40.00%
September '17	775	581	18,889	37.94%
2016	12,332	8,539	190,446	37.79%
July 2015-December 2015	7,413	5,410	116,072	51.03%

Neville Public Museum Website www.nevillepublicmuseum.org

2017	Visits	Page Views
January	20,721	31,660

4

February	19,209	29,119
March	22,202	34,791
April	19,450	28,530
May	20,257	29,898
June	20,255	30,188
July	20,534	31,652
August	26,376	39,587
September	28,738	38,444

2016 total visits = 207,917

2015 total visits = 204,431

2014 total visits = 131,438 (*62% increase over 2013)



Neville Public Museum Facebook

2017

January			
People Engaged	1,974	Reach	31,709
February			
People Engaged	1,547	Reach	28,897
March			
People Engaged	3,298	Reach	42,495
April			
People Engaged	3,351	Reach	46,676
May			
People Engaged	3,770	Reach	53,652
June			
People Engaged	2,239	Reach	35,063
July			
People Engaged	2,487	Reach	45,214
August			
People Engaged	2,098	Reach	41,930
September			
People Engaged	3,173	Reach	46,768

2016 *social media boost funding is being utilized and decided upon in house vs. by a firm

Total Page Likes	4,798
People Engaged	34,517
Total reach	582,321

2015

Total Page Likes	4,100
People Engaged	36,981
Total reach	833,877

2014

Total Page Likes	2,718
People Engaged	24,712

Total reach 1,127,429 *Per the JEM grant social media funding was \$10,000 in FY 14 with spend emphasis on the Temporary Green Bay Packers Hall of Fame exhibit.



Neville Public Museum Instagram

2016

800 followers

2,927 post likes

February 2015 – December 2015

492 followers

1,969 post likes

Temporary Exhibits



Estamos Aquí: Celebrating Latino Identity in NE Wisconsin *Estamos Aquí* ("We are Here") features the artifacts and personal stories of many Latino families in Northeastern Wisconsin. The bilingual exhibit celebrates the diverse cultures and traditions that have endured emigration from across Latin America. This collaborative exhibit was developed with museum staff and the Hispanic Community Resource Center (Casa Alba). (May 6, 2017 – April 29, 2018)



Neon: Darkness Electrified

Neon: Darkness Electrified features over 40 rare neon signs from the personal collection of Jed Schleisner of Greenville. Schleisner is one of the last working neon sign artisans in the NE Wisconsin region. The exhibit will also feature the science and technology behind the signs, as well as the history behind the advertising technique. (July 29, 2017 - January 7, 2018)



Permian Monsters: Life before the Dinosaurs

Step back in time 290 million years when bizarre-looking animals dominated life on land and sea, and find out about the greatest extinction the world has ever seen in *Permian Monsters: Life before the Dinosaurs*. This unique traveling exhibition brings the past back to life with fossilized skeletons and full size life models of the animals that ruled the world millions of years before the age of dinosaurs, in a time known as the Permian. The exhibition blends art and science with a collection of new artwork which offers a glimpse back in time through the eyes of award winning paleo-artist

Julius Csotonyi. View fossilized skeletons and reconstructed models of these amazing but bizarre creatures that dominated land and sea; and dig and identify fossils in the interactive dig pits throughout the exhibition. (September 16, 2017 - January 28, 2018)

Upcoming Events

November 2017

Wednesday, 11/1/17 Explorer Wednesday – Day of the Dead 5:00 - 7:00 p.m.
 Saturday, 11/4/17 Library Summer Readers Day – 11:00 a.m. – 3:00 p.m.
 Thursday, 11/9/17 Dinner Program – Neon 5:00 – 7:00 p.m. *register online at NevillePublicMuseum.org
 Saturday 11/11/17 Soda Series Ginger Ale – 11:00 a.m. - noon
 Thursday, 11/16/17 Exhibit Opening Reception – Holiday Memories 6:00-8:00 p.m.
 Saturday, 11/18/17 Bruce the Spruce – noon - 2:00 p.m.
 Saturday, 11/18/17 Children Only Shop – Noon – 3:00 p.m.
 Tuesday, 11/21/17 Spark – 10:00 a.m. – noon
 Friday, 11/24/17 Children Only Shop – Noon – 3:00 p.m.
 Saturday, 11/25/17 Children Only Shop – Noon – 3:00 p.m.
 Saturday, 11/25/17 Bruce the Spruce – noon - 2:00 p.m.

December 2017

Saturday, 12/2/17 Bruce the Spruce – noon - 2:00 p.m.
 Saturday, 12/2/17 Children Only Shop – Noon – 3:00 p.m.
 Wednesday, 12/6/17 Bruce the Spruce – noon - 2:00 p.m.
 Wednesday, 12/6/17 Children Only Shop – 5:00 – 7:00 p.m.
 Wednesday, 12/6/17 Explorer Wednesday – Holiday Memories 5:00 - 7:00:00 p.m.
 Thursday, 12/7/17 Dinner Program – Anastasia Lee Christmas 5:00 – 7:00 p.m. *register online at NevillePublicMuseum.org
 Saturday, 12/9/17 Children Only Shop – Noon – 3:00 p.m.
 Saturday, 12/9/17 Bruce the Spruce – noon - 2:00 p.m.
 Tuesday 12/12/17 A Night at the Museum
 Saturday, 12/16/17 Children Only Shop – Noon – 3:00 p.m.
 Saturday, 12/16/17 Bruce the Spruce – noon - 2:00 p.m.
 Wednesday, 12/20/17 Bruce the Spruce – 5:00 – 7:00 p.m.
 Wednesday, 12/20/17 Children Only Shop – 5:00 – 7:00 p.m.
 Saturday, 12/23/17 Bruce the Spruce – noon - 2:00 p.m.
 Saturday, 12/30/17 Bruce the Spruce – noon - 2:00 p.m.
 Sunday, 12/31/17 Special Event US Bank Eve

Neville Public Museum Attendance and Revenue Comparison

	2014		2015		2016		2017		Attendance
	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue	Attendance	Admission Revenue	
January	1,825	\$4,601.00	3,847	\$ 8,068.50	2,358	\$ 6,866.50	2,504	\$ 6,942.00	
February	2,545	\$4,401.00	4,597	\$ 8,394.00	2,642	\$ 6,138.00	2,984	\$ 6,437.00	
March	3,280	\$7,959.50	3,375	\$ 6,749.00	3,828	\$ 9,645.50	3,703	\$ 10,835.25	
April	3,705	\$6,518.00	2,981	\$ 4,080.00	4,757	\$ 7,675.00	4,436	\$ 6,470.50	
May	3,517	\$6,212.00	3,275	\$ 4,777.50	3,963	\$ 5,623.00	4,338	\$ 6,243.50	
June	3,358	\$7,890.50	3,212	\$ 6,432.75	3,795	\$ 9,047.50	3,885	\$ 9,918.50	
July	3,623	\$11,645.50	2,913	\$ 6,682.00	4,092	\$ 13,177.50	3,482	\$ 8,957.50	
August	4,222	\$11,946.00	3,388	\$ 8,064.00	4,802	\$ 16,136.50	3,586	\$ 10,096.00	
September	2,881	\$6,359.50	2,251	\$ 3,778.00	2,986	\$ 5,410.00	3,303	\$ 7,269.50	
October	4,059	\$9,668.50	3,668	\$ 5,426.00	3,848	\$ 6,561.50			
November	5,576	\$14,606.00	4,031	\$ 7,390.00	3,928	\$ 5,970.50			
December	7,864	\$22,542.50	4,980	\$ 9,126.50	6,146	\$ 14,184.50			
TOTALS	46,455	\$114,350.00	42,518	\$78,968	47,145	\$106,436	32,221	\$ 73,169.75	

Neville Public Museum Attendance and Revenue September 2017

Date	Day	Admission	Guided Tours	Distance Learning	Self-Guided Tours	UWEX	Facility Rental/Meeting Attendees	Event/Program Attendance	Total Attendance	Total Admission Revenue (Net)	Total Facility Rental Revenue	Waived fees for Brown County Department Meeting Room use	OUTREACH
1	Friday	40				7	5		52	\$ 159.00	\$40.00		
2	Saturday	152							152	\$ 692.50			
3	Sunday	60							60	\$ 275.00			
4	Monday								0				
5	Tuesday	45				1	32		78	\$ 180.00		\$ 125.00	
7	Thursday	37				4	5		46	\$ 167.50		\$ 60.00	30
8	Friday	39				6	98		143	\$ 175.00	\$182.50		
9	Saturday	71					43		114	\$ 353.00	\$60.00		350
10	Sunday	36							36	\$ 89.00			
11	Monday						8		8			\$ 60.00	
12	Tuesday	100				2	24		126	\$ 443.00			
13	Wednesday	34				4			38	\$ 94.50			
14	Thursday	19				3	64	98	184	\$ 110.50	\$82.50		
15	Friday	37				3	7	37	84	\$ 107.50	\$40.00	\$ 60.00	
16	Saturday	87						75	162	\$ 368.00			100
17	Sunday	68							68	\$ 305.50			
18	Monday								0				
19	Tuesday	27				5	19	49	100	\$ 124.00		\$ 185.00	
20	Wednesday	61				5		110	176	\$ 172.00			
21	Thursday	49				9			58	\$ 240.50			
22	Friday	67		250		1	5		323	\$ 222.00	\$40.00		
23	Saturday	146					46		192	\$ 568.00	\$150.00		
24	Sunday	63							63	\$ 238.00			
25	Monday								0				
26	Tuesday	64				3	24		91	\$ 229.00		\$ 245.00	
27	Wednesday	63	48			7			118	\$ 490.00			
28	Thursday	51				1			52	\$ 238.50			
29	Friday	72		125		4	51		252	\$ 367.00	\$40.00	\$ 125.00	
30	Saturday	136					41		177	\$ 756.00	\$160.00		
total		1,883	48	375	0	73	472	452	3,303	\$ 7,269.50	\$795.00	\$860	480
August Total Attendance		3,586							3,303				
August Outreach		1,750							480				
August Grand Total Served		5,336							3,783				
September Total Attendance													
September Outreach													
September Grand Total Served													

Brown County
Golf Course
Budget Status Report

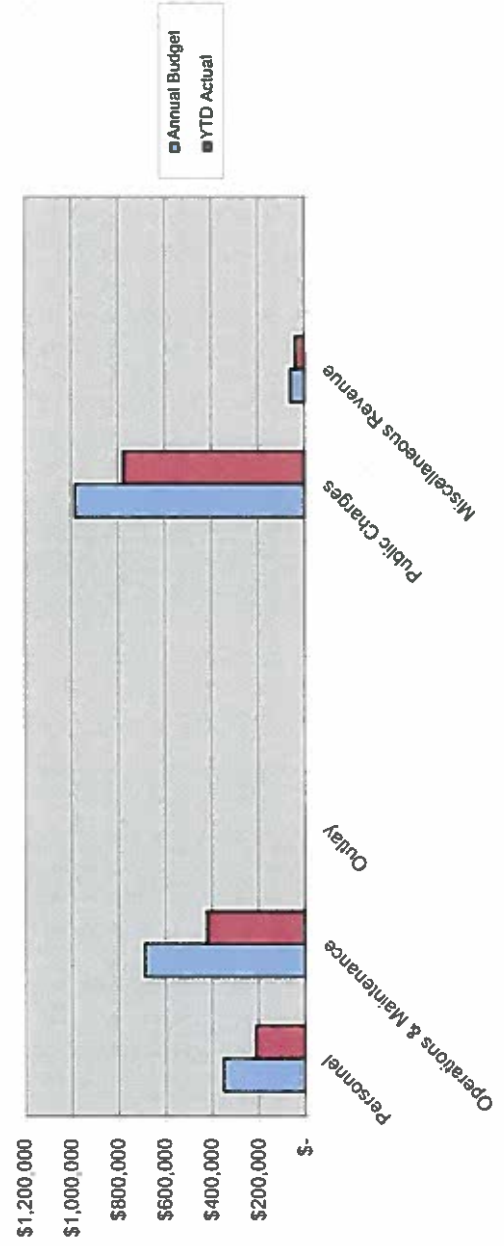
8/31/2017

	Annual Budget	YTD Budget	YTD %
Personnel	\$ 350,385	\$ 212,104	61%
Operations & Maintenance	\$ 687,494	\$ 421,573	61%
Outlay	\$ -	\$ -	0%
Public Charges	\$ 983,181	\$ 777,904	79%
Miscellaneous Revenue	\$ 59,000	\$ 38,996	66%
Public Charges consists of the following			
Green Fees	\$ 670,000.00	\$ 546,012.00	81%
Cart Fees	\$ 217,081.00	\$ 172,296.00	79%
Concessions	\$ 95,000.00	\$ 59,596.00	63%

HIGHLIGHTS:

The Golf Course is a seasonal operation that operates April through November. All expenses and revenues are well within budgeted amounts.

Golf Course Budget Analysis August 31, 2017



November 1, 2017

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION APPROVING A CHANGE IN POSITION
DURING THE 2018 BUDGET PROCESS
IN THE ZOO AND PARKS DEPARTMENT – PARKS TABLE OF ORGANIZATION

WHEREAS, a request to change a position in the Parks table of organization was submitted by the Zoo and Parks Department (“Department”) during the 2018 budget process; and

WHEREAS, the Business Manager position (“Position”) had previously been allowed to live onsite at Pamperin Park; and

WHEREAS, the Business Manager’s rent of \$300.00 per month for living onsite was considered part of the total compensation for the Business Manager, and said \$300.00 per month was included in the Business Manager’s salary as income for tax and fringe purposes; and

WHEREAS, in 2018 the individual in this Position will no longer live onsite at Pamperin Park, and the \$300.00 per month additional salary for this Position will cease; and

WHEREAS, the Department has requested to adjust the salary of the Position by increasing the Position’s salary as reflected in the ‘Budget Impact’ section below in order for the salary of the Position to be equitable and in line with other Parks management staff that have not lived onsite.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that the salary of the Business Manager position in the Zoo and Parks Department – Parks table of organization be increased as reflected in the ‘Budget Impact’ section below, and as requested through the 2018 budget process to be effective January 1, 2018.

L/a-Budget

Budget Impact:

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Business Manager (living onsite)	(1.00)	Deletion	\$(57,005)	\$(26,238)	\$(83,243)
Rent as compensation		Deletion	\$(3,600)	\$(657)	\$(4,267)
Business Manager (not living onsite)	1.00	Addition	\$ 60,605	\$ 26,895	\$ 87,510
Total 2018 Budget Impact Zoo and Park Management – Parks					\$ 0

Budget Impact: The fiscal change of this resolution is reflected in the 2018 budget.

Respectfully submitted,

EDUCATION & RECREATION
COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Approved by Corporation Counsel's Office

Ha-Budget

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



KATHRYN ROELLICH

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: September 28, 2017
REQUEST TO: Education & Recreation Committee; and Executive Committee
MEETING DATE: October 17, 2017; and October 23, 2017
REQUEST FROM: Kathryn Roellich
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Approving a Change in Position During the 2018 Budget Process in the Facility and Park Management Department - Parks Table of Organization

ISSUE/BACKGROUND INFORMATION:

The Facility and Park Management Department – Parks submitted a request during the 2018 budget process to change the Business Manager position. In 2018, the Business Manager position will no longer live onsite at Pamperin Park. To live onsite, the position has paid \$300/month rent through payroll deduction and the salary was reduced by an equal amount.

ACTION REQUESTED:

Make the following changes to the Facility and Park Management - Parks table of organization:

- Adjust the salary of the Business Manager position to be equitable to Parks management staff that have not lived onsite.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$4,267
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☒ Yes ☐ No It is reflected in the 2018 budget.
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

41a - Budget

November 1, 2017

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION APPROVING NEW OR DELETED POSITIONS DURING THE 2018
BUDGET PROCESS IN THE ZOO AND PARKS DEPARTMENT -
ZOO TABLE OF ORGANIZATION**

WHEREAS, a New Position or Position Deletion Request was submitted by the Zoo and Parks Department ("Department") in the Zoo Table of Organization during the 2018 budget process; and

WHEREAS, the Department has requested to delete (1.30) FTE Park Lead Guide positions (seasonal) and add 1.00 FTE Park Lead Guide positions (year-round) to better meet the needs of the Department, improve services and increase attendance; and

WHEREAS, a year-round Park Lead Guide position would allow the Adventure Park to do more programming to generate more revenue in the off-season, and to do additional marketing, hiring, training, invoicing and client outreach in the off-season; and

WHEREAS, the Department has also requested to increase the wage for the year-round Park Lead Guide position from \$10.25 per hour to \$13.65 per hour to attract and retain qualified candidates; and

WHEREAS, the Department has requested to add a 0.23 FTE Zoo Educator LTE position to meet the demand for summer education programs, Zoomobiles and birthday parties, and conducting more of these activities should result in increased revenue; and

WHEREAS, the Department has also requested to add a 0.23 FTE Summer LTE position to assist with exhibit maintenance upkeep as recommended in the recent AZA accreditation inspection.

4b-Budget

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that the Zoo and Parks Department - Zoo table of organization be changed by deleting (1.30) FTE Park Lead Guide positions (seasonal) at \$10.25 per hour, adding 1.00 FTE Park Lead Guide positions (year-round) at \$13.65 per hour, adding 0.23 FTE Zoo Educator LTE position at \$9.05 per hour, and adding 0.23 FTE Summer LTE position at \$9.05 per hour, as requested through the 2018 budget process to be effective January 1, 2018.

Budget Impact:

Position Title	FTE	Addition/ Deletion	Salary	Fringe	Total
Park Lead Guide @ \$10.25/hour	(1.30)	Deletion	\$(29,258)	\$(2,942)	\$(32,200)
Park Lead Guide @ \$13.65/hour	1.00	Addition	\$ 28,392	\$ 2,854	\$ 31,246
Zoo Educator LTE @ \$9.05/hour	0.23	Addition	\$ 4,330	\$ 435	\$ 4,765
Summer LTE @ \$9.05/hour	0.23	Addition	\$ 4,330	\$ 435	\$ 4,765
Total 2018 Budget Impact Zoo and Park Management – Zoo					\$ 8,576

Budget Impact: *The fiscal change of this resolution is reflected in the 2018 budget.*

Respectfully submitted,

EDUCATION & RECREATION
COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources

Approved by Corporation Counsel's Office

4b-Budget

Brown County

The seal of Brown County, Wisconsin, is a circular emblem. It features a central illustration of a building, likely a courthouse or government building, with a prominent steeple. The words "Brown County" are written in a curved path along the top inner edge of the seal, and "Established 1818" is written along the bottom inner edge. Two small stars are positioned on the left and right sides, separating the top and bottom text.

HUMAN RESOURCES DIRECTOR

4b-Budget

~Parks General Fund~ Budget Status Report

08/31/2017 - Unaudited

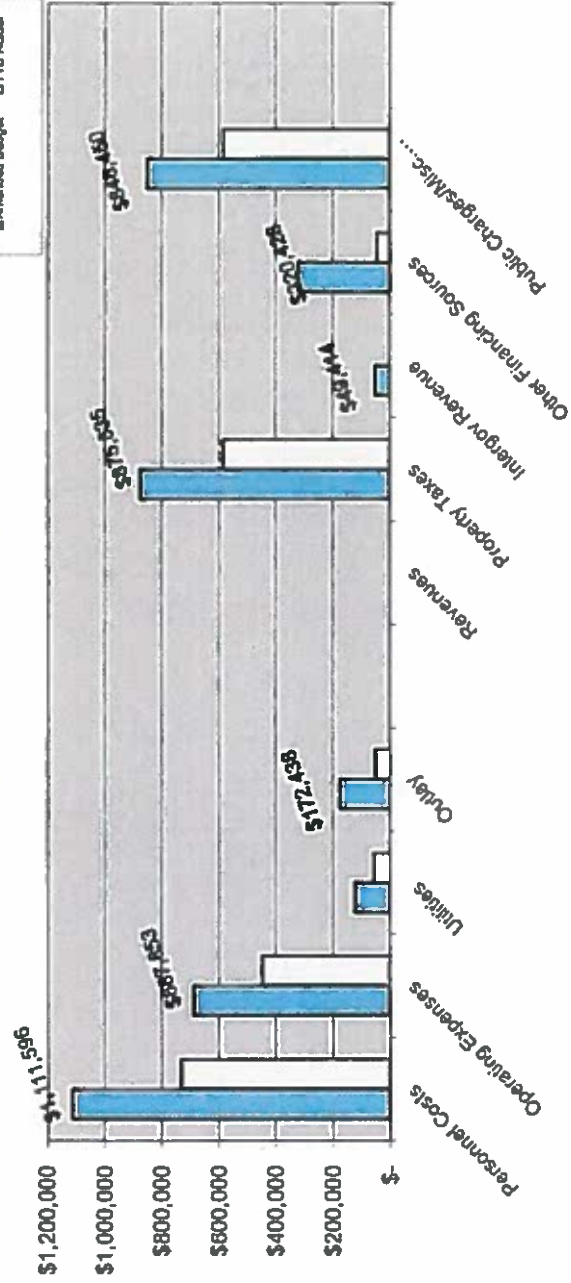
Expenses

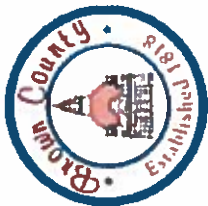
	Amended Budget	YTD Actual	Percent of Budget
Personnel Costs	\$ 1,111,596	731,052	66%
Operating Expenses	\$ 887,853	446,566	65%
Utilities	\$ 122,240	56,341	46%
Outlay	\$ 172,438	49,963	29%

Revenues

Property Taxes	\$ 875,835	583,890	67%
Intergov Revenue	\$ 49,414	0	0%
Other Financing Sources	\$ 320,428	43,000	13%
Public Charges/Misc. Revenue	\$ 846,450	582,791	69%

General Fund - Parks, August 2017





Budget by Account Classification Report

Through 08/31/17
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
REVENUE										
Property Taxes	875,835.00	.00	875,835.00	72,986.25	.00	.00	583,890.00	291,945.00	67	870,693.00
Intergov Revenue	47,975.00	1,439.00	49,414.00	.00	.00	.00	.00	49,414.00	0	88,640.30
Public Charges	762,100.00	.00	762,100.00	50,576.01	.00	.00	576,205.10	185,894.90	76	803,154.00
Miscellaneous Revenue	4,350.00	82,000.00	86,350.00	1,417.21	.00	.00	6,586.26	79,763.74	8	13,023.00
Other Financing Sources	223,562.00	96,866.00	320,428.00	.00	.00	.00	43,000.00	277,428.00	13	312,070.30
REVENUE TOTALS	\$1,913,822.00	\$180,305.00	\$2,094,127.00	\$124,979.47	\$0.00	\$0.00	\$1,209,681.36	\$884,445.64	58%	\$2,087,580.60
EXPENSE										
Personnel Costs	1,111,596.00	.00	1,111,596.00	102,851.06	.00	.00	731,052.23	380,543.77	66	1,068,328.10
Operating Expenses	726,654.00	83,439.00	810,093.00	62,479.00	26,984.20	.00	502,906.93	280,201.87	65	674,987.78
Outlay	75,572.00	96,866.00	172,438.00	.00	61,914.16	.00	49,963.15	60,560.69	65	310,171.82
EXPENSE TOTALS	\$1,913,822.00	\$180,305.00	\$2,094,127.00	\$165,330.06	\$88,898.36	\$0.00	\$1,283,922.31	\$721,306.33	66%	\$2,053,487.70
Fund 100 - General Fund Totals										
REVENUE TOTALS	1,913,822.00	180,305.00	2,094,127.00	124,979.47	.00	.00	1,209,681.36	884,445.64	58%	2,087,580.60
EXPENSE TOTALS	1,913,822.00	180,305.00	2,094,127.00	165,330.06	88,898.36	.00	1,283,922.31	721,306.33	66%	2,053,487.70
Fund 100 - General Fund Totals										
REVENUE TOTALS	\$7,800.00	\$0.00	\$7,800.00	\$1,102.03	\$0.00	\$0.00	\$2,161.39	\$5,638.61	28%	\$869.19
EXPENSE TOTALS	\$12,000.00	.00	12,000.00	5,000.00	.00	.00	5,712.39	6,287.61	48	17,499.54
REVENUE TOTALS	\$12,000.00	\$0.00	\$12,000.00	\$5,000.00	\$0.00	\$0.00	\$5,712.39	\$6,287.61	48%	\$17,499.54
Fund 120 - Park Donations Totals										
REVENUE TOTALS	7,800.00	.00	7,800.00	1,102.03	.00	.00	2,161.39	5,638.61	28%	869.19
EXPENSE TOTALS	12,000.00	.00	12,000.00	5,000.00	.00	.00	5,712.39	6,287.61	48%	17,499.54
REVENUE TOTALS	(\$4,200.00)	\$0.00	(\$4,200.00)	(\$3,897.97)	\$0.00	\$0.00	(\$3,551.00)	(\$649.00)		(\$16,630.35)
Fund 120 - Park Donations Totals										
REVENUE TOTALS	115,250.00	.00	115,250.00	23,757.68	.00	.00	105,871.34	9,378.66	92	112,184.06
EXPENSE TOTALS	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$115,250.00	\$0.00	\$115,250.00	\$23,757.68	\$0.00	\$0.00	\$105,871.34	\$9,378.66	92%	\$112,184.06
Fund 121 - Boat Landing										
REVENUE										
Public Charges	140,285.00	.00	140,285.00	991.39	.00	.00	24,331.14	115,953.86	17	112,420.91
Miscellaneous Revenue	94,500.00	.00	94,500.00	35,990.00	.00	.00	61,442.50	33,057.50	65	.00
EXPENSE										
Operating Expenses										
Outlay										

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Budget by Account Classification Report

Through 08/31/17
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 121 - Boat Landing									
EXPENSE TOTALS	\$234,785.00	\$0.00	\$234,785.00	\$36,989.39	\$0.00	\$85,773.64	\$149,011.36	37%	\$112,420.91
Fund 121 - Boat Landing Totals									
REVENUE TOTALS	115,250.00	.00	115,250.00	23,757.68	.00	105,871.34	9,378.66	92%	112,184.06
EXPENSE TOTALS	234,785.00	.00	234,785.00	36,989.39	.00	85,773.64	149,011.36	37%	112,420.91
Fund 121 - Boat Landing Totals									
EXPENSE TOTALS	(\$119,535.00)	\$0.00	(\$119,535.00)	(\$13,231.71)	\$0.00	\$20,097.70	(\$139,632.70)		(\$236.85)
Fund 122 - Cross Country Ski									
REVENUE									
Miscellaneous Revenue	34,000.00	.00	34,000.00	.00	.00	16,434.24	17,565.76	48%	48,483.36
	25.00	.00	25.00	.00	.00	45.00	(20.00)	180%	30.00
REVENUE TOTALS	\$34,025.00	\$0.00	\$34,025.00	\$0.00	\$0.00	\$16,479.24	\$17,545.76	48%	\$48,513.36
EXPENSE									
Operating Expenses	42,050.00	.00	42,050.00	360.72	.00	4,865.27	37,184.73	12%	17,340.90
Outlay	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0%	9,855.51
EXPENSE TOTALS	\$62,050.00	\$0.00	\$62,050.00	\$360.72	\$0.00	\$4,865.27	\$57,184.73	8%	\$27,196.41
Fund 122 - Cross Country Ski Totals									
REVENUE TOTALS	34,025.00	.00	34,025.00	.00	.00	16,479.24	17,545.76	48%	48,513.36
EXPENSE TOTALS	62,050.00	.00	62,050.00	360.72	.00	4,865.27	57,184.73	8%	27,196.41
Fund 122 - Cross Country Ski Totals									
EXPENSE TOTALS	(\$28,025.00)	\$0.00	(\$28,025.00)	(\$360.72)	\$0.00	\$11,613.97	(\$39,638.97)		\$21,316.95
Fund 123 - Park Land & Building Acquisition									
REVENUE									
Public Charges	43,000.00	.00	43,000.00	.00	.00	12,600.00	30,400.00	29%	9,700.00
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$43,000.00	\$0.00	\$43,000.00	\$0.00	\$0.00	\$12,600.00	\$30,400.00	29%	\$9,700.00
EXPENSE									
Operating Expenses	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0%	.00
Outlay	10,670.00	.00	10,670.00	.00	.00	.00	10,670.00	0%	.00
EXPENSE TOTALS	\$17,670.00	\$0.00	\$17,670.00	\$0.00	\$0.00	\$0.00	\$17,670.00	0%	\$0.00
Fund 123 - Park Land & Building Acquisition Totals									
REVENUE TOTALS	43,000.00	.00	43,000.00	.00	.00	12,600.00	30,400.00	29%	9,700.00
EXPENSE TOTALS	17,670.00	.00	17,670.00	.00	.00	.00	17,670.00	0%	.00
Fund 123 - Park Land & Building Acquisition Totals									
EXPENSE TOTALS	\$25,330.00	\$0.00	\$25,330.00	\$0.00	\$0.00	\$12,600.00	\$12,730.00		\$9,700.00
Fund 124 - Ralls to Trails									
REVENUE									
Intergov Revenue	.00	20,000.00	20,000.00	.00	.00	.00	20,000.00	0%	.00
Public Charges	95,600.00	.00	95,600.00	11,416.77	.00	75,582.16	20,017.84	79%	92,542.02
Miscellaneous Revenue	1,000.00	14,000.00	15,000.00	(55.00)	.00	6,844.80	8,155.20	46%	13,268.15

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Budget by Account Classification Report

Through 08/31/17
Prior Fiscal Year Activity Included
Summary Listing

Account Classification									
Fund 124 - Rails to Trails									
REVENUE									
Other Financing Sources									
Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total	
.00	.00	.00	.00	.00	.00	.00	+++		
\$96,600.00	\$34,000.00	\$130,600.00	\$11,361.77	\$0.00	\$82,426.96	\$48,173.04	63%	\$105,810.17	
REVENUE TOTALS									
EXPENSE									
Operating Expenses									
110,175.00	29,000.00	139,175.00	4,934.47	.00	58,174.74	81,000.26	42	66,091.43	
30,000.00	40,000.00	70,000.00	.00	.00	27,066.50	42,933.50	39	.00	
\$140,175.00	\$69,000.00	\$209,175.00	\$4,934.47	\$0.00	\$85,241.24	\$123,933.76	41%	\$66,091.43	
EXPENSE TOTALS									
Fund 124 - Rails to Trails Totals									
REVENUE TOTALS									
96,600.00	34,000.00	130,600.00	11,361.77	.00	82,426.96	48,173.04	63%	105,810.17	
140,175.00	69,000.00	209,175.00	4,934.47	.00	85,241.24	123,933.76	41%	66,091.43	
(\$43,575.00)	(\$35,000.00)	(\$78,575.00)	\$6,427.30	\$0.00	(\$2,814.28)	(\$75,760.72)		\$39,718.74	
Fund 125 - Veteran's Memorial Complex Lease									
REVENUE									
Public Charges									
.00	.00	.00	.00	.00	.00	.00	+++		
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00	
EXPENSE									
Operating Expenses									
.00	.00	.00	.00	.00	.00	.00	+++		
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00	
EXPENSE TOTALS									
Fund 125 - Veteran's Memorial Complex Lease Totals									
REVENUE TOTALS									
.00	.00	.00	.00	.00	.00	.00	+++		
.00	.00	.00	.00	.00	.00	.00	+++		
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00	
Fund 415 - Parks Improvements									
REVENUE									
Intergov Revenue									
.00	.00	.00	.00	.00	.00	.00	+++		
.00	.00	.00	.00	.00	.00	.00	+++		
.00	.00	.00	.00	.00	.00	.00	+++		
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$219.06	(\$219.06)	+++	300,000.00	
EXPENSE									
Operating Expenses									
.00	.00	.00	.00	.00	.00	.00	+++		
.00	2,630.00	2,630.00	.00	.00	2,848.75	(218.75)	108	287,641.43	
\$0.00	\$2,630.00	\$2,630.00	\$0.00	\$0.00	\$2,848.75	(\$218.75)	108%	\$297,370.31	
EXPENSE TOTALS									
Fund 415 - Parks Improvements Totals									
REVENUE TOTALS									
.00	.00	.00	.00	.00	219.06	(219.06)	+++	300,000.00	
.00	2,630.00	2,630.00	.00	.00	2,848.75	(218.75)	108%	297,370.31	
\$0.00	(\$2,630.00)	(\$2,630.00)	\$0.00	\$0.00	(\$2,629.69)	(\$0.31)		\$2,629.69	

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Budget by Account Classification Report

Through 08/31/17
Prior Fiscal Year Activity Included
Summary Listing

Account Classification Fund 643 - Adventure Park

REVENUE

Public Charges
Miscellaneous Revenue
Other Financing Sources

EXPENSE

Personnel Costs
Operating Expenses
Outlay

	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
	265,600.00	.00	265,600.00	56,529.59	.00	184,935.72	(213.80)	80,664.28	70	217,521.23
	.00	.00	.00	48.73	.00	(213.80)		213.80	+++	23.86
	.00	.00	.00	.00	.00	.00		.00	+++	.00
REVENUE TOTALS	\$265,600.00	\$0.00	\$265,600.00	\$56,578.32	\$0.00	\$184,721.92		\$80,878.08	70%	\$217,545.09
	154,080.00	.00	154,080.00	19,755.79	.00	103,263.29		50,816.71	67	157,666.44
	110,520.00	.00	110,520.00	4,529.15	.00	47,595.19		62,924.81	43	68,534.15
	.00	.00	.00	.00	.00	.00		.00	+++	.00
EXPENSE TOTALS	\$264,600.00	\$0.00	\$264,600.00	\$24,284.94	\$0.00	\$150,858.48		\$113,741.52	57%	\$226,200.59
Fund 643 - Adventure Park Totals										
REVENUE TOTALS	265,600.00	.00	265,600.00	56,578.32	.00	184,721.92		80,878.08	70%	217,545.09
EXPENSE TOTALS	264,600.00	.00	264,600.00	24,284.94	.00	150,858.48		113,741.52	57%	226,200.59
Fund 643 - Adventure Park Totals	\$1,000.00	\$0.00	\$1,000.00	\$32,293.38	\$0.00	\$33,863.44		(\$32,863.44)		(\$8,655.50)
Grand Totals										
REVENUE TOTALS	2,476,097.00	214,305.00	2,690,402.00	217,779.27	.00	1,614,161.27		1,076,240.73	60%	2,882,202.47
EXPENSE TOTALS	2,645,102.00	251,935.00	2,897,037.00	236,899.58	88,898.36	1,619,222.08		1,188,916.56	59%	2,800,266.89
Grand Totals	(\$169,005.00)	(\$37,630.00)	(\$206,635.00)	(\$19,120.31)	(\$88,898.36)	(\$5,060.81)		(\$112,675.83)		\$81,935.58

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Adventure Park Admissions-Per Caps

Attendance 2017

MONTH	16 Zoo Att.	16 AP Att.	17 Zoo Att.	17 AP Att. %
January		Closed	553	30(5.4%)
February		Closed	3,385	70(2%)
March	8,728	65(.7%)	3,941	11(.2%)
April	16,807	472(2.8%)	20,820	911(4.3%)
May	36,057	1413(3.9%)	32,285	1184(%3.6)
June	36,346	2768(7.6%)	35,318	2147(6%)
July	36,937	3181(8.6)	40,299	3445(8.5%)
August	33,756	3763(11.14%)	36,178	3534(9.7%)
September	15,804	1220(7.7%)	19,476	1375(7%)
October	15,536	1130(7.2%)		
November	12022(7150 zoo)	51(.4%)		
December	1225	56(4.5%)		
TOTAL	201,196	-		

	2016	2016	2017	2017
		PER		PER
	\$Admission\$	CAP	\$Admission\$	CAP
MONTH				
January	Closed	Closed	\$300.00	\$10.00
February	Closed	Closed	\$700.00	\$10.00
March	\$731.00	\$11.25	\$115.00	\$10.45
April	\$6,327.00	\$13.90	\$14,530.75	\$15.95
May	\$23,579.80	\$16.68	\$17,093.00	\$14.44
June	\$36,959.00	\$13.35	\$37,179.00	\$17.31
July	\$43,792.00	\$13.76	\$54,025.00	\$15.68
August	\$57,495.00	\$15.28	\$60,230.50	\$17.04
September	\$21,160.00	\$17.35	\$17,632.00	\$12.82
October	\$14,840.00	\$13.13		
November	\$846.00	\$16.50		
December	\$662.00	\$11.82		
TOTAL	206,391.80	\$14.30	\$200,690.25	\$13.74

Reforestation Camp & Adventure Park

Monthly Highlights

September 2017

Reforestation Camp Highlights

- ⇒ Coordinated multiple eagle scout work days. This summer Boy Scouts have assisted with many projects onsite including; removing and rebuilding trail shelters, constructing new trail side benches, new trail map display houses, ski racks, bike racks, and most recently a new trail head kiosk.
- ⇒ Parks staff performed ongoing maintenance to facilities, trails, parking lots, general park areas, septic system operations and completed monthly work orders.
- ⇒ Performed seasonal maintenance at the rifle range including, painting signs/posts, trimming/removing overgrown trees around the range and parking lot, repaired range perimeter fence, replaced rotted out cedar siding on ranger booth on archery side, filled pot holes in gravel drive. Park supervisor also increased directional signed to the Range by adding directional yard signs in strategic locations along Brown Rd. Park Supervisor also distributed Range flyers to local gun shops
- ⇒ Park staff prepared park for next phase of logging project which included multiple trail closures and reroutes.
- ⇒ Park staff prepared park for bow hunting season by hanging signs and marking boundaries. Monitoring bow hunting season closely with multiple report of permanent stands.
- ⇒ Dogs in the park complaint seem to have increased. We have received increasing complaints from horse trail users and hunters over the past few weeks. Rangers are monitoring this closely.

Adventure Park Highlights

- ⇒ Sept. attendance was about average compared to previous years with about 1375 Adventure Park attendees and just over 60k in revenue in August.
- ⇒ Weekends in fall have been steady. Adventure Park Membership attendance has been good with 81 members in attendance in Sept.
- ⇒ Adventure Park staffing continues to be an issue.
- ⇒ Accommodated a terminally ill participant on the Accessible Zip Line system Oct. 1st. She drove up from Madison to ride the only Accessible Zip Line around.

Public Programs/Events

Adventure Park Operations and Programs

- ⇒ Sept. programs were busy with 14 groups attending the adventure park. Group Programs begin to slow down in Oct.
- ⇒ Park Supervisor attended the "Leadership Green Bay" opening ceremony on Sept. 22nd and performed 1.5 hrs of teambuilding for the leadership group. The program went well and the Park Supervisor was able to make many valuable connections with community leaders. They were especially interested in the Zoo Master plan related to their community projects.



L.H. Barkhausen Waterfowl Preserve's

Monthly Highlights

September 2017



Highlights

- ⇒ The lodge and grounds were rented just about every weekend for baby showers, birthday parties, and weddings.
- ⇒ Action Track all-terrain chair was used by a visiting family
- ⇒ A birdwatching club visited the park and staff took them on a bird hike/tour
- ⇒ Local scout groups have used the outdoor fireplaces for cord/crossover ceremonies, training, as well as using the group camp site
- ⇒ Bayport High School's FFA club volunteer for several hours clearing brush and invasive buckthorn
- ⇒ School programs began and reservations for school programs next year have been made with dates rapidly filling up for winter, maple syrup, and spring sessions
- ⇒ Staff have attended meetings with the STEM network and Renard Island Development
- ⇒ New school program elements were done for several programs and very successful
- ⇒ The field north of Lineville Road with the two pike spawning marshes were mowed by highway to remove brush and maintain it as a grassy meadow
- ⇒ Phragmites was treated in various locations within the park by a contractor with the assistance from the U.S. Fish and Wildlife Service. Barkhausen staff will be mowing areas treated when the ground freezes
- ⇒ The high capacity well was repaired to the point that it now runs and tests conducted on it by a local company to find out what is needed to get the well running efficiently and consistently in the future and to meet the needs of the park. Well is currently running to fill the south impoundment for the fall migration. When done using the well a test will be scheduled and estimates on what is needed will be determined.

Public Programs

"A Great Ledge" Documentary Showing at Bay Shore Park

- ⇒ 40 people attended
- ⇒ First time offered
- ⇒ John Luczaj led hike after

Parkeology: Bay Shore Park

- ⇒ 28 people attended
- ⇒ Found a variety of remnants of Rockwood Lodge (past Packers training facility)

School Programs

- ⇒ 6 different schools
- ⇒ 460 students attended
- ⇒ 8 different program types

Upcoming Public Programs/Events

Autumn Night Hikes

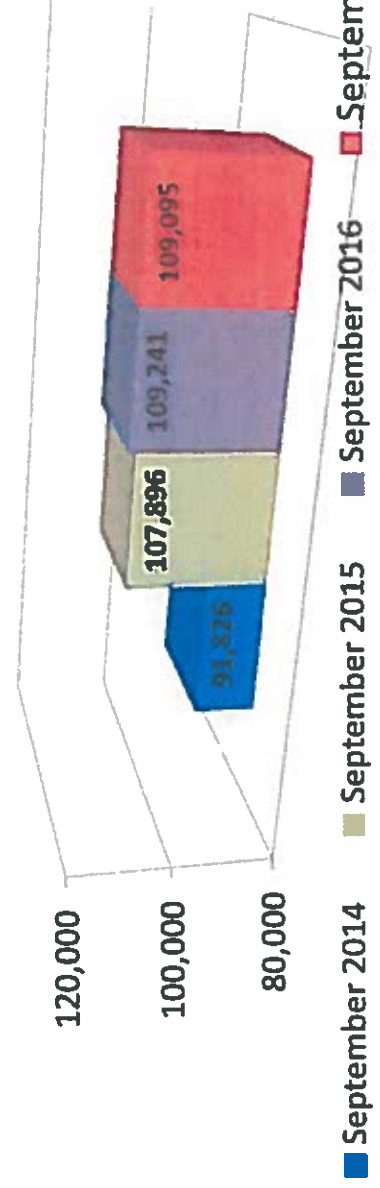
- ⇒ October 13th (Full), October 14th (Full), and October 20th

PARK MAINTENANCE

- 6 one ton loads of split wood were brought to Bay Shore Park from Barkhausen.
- The shop yard at Bay Shore continued to be cleaned up.
- Review and permitting of the new electrical services at Fonferek and Bay Shore were completed.
- 55 tables were sanded and stained at Pamperin Park.
- Restroom fixtures were repaired and signage on the restroom doors were installed at Pamperin.
- Several donated items were installed throughout the parks. Including benches, bricks and trees.
- Winter landscape bed preparation has begun.
- Several Fairgrounds events happened which require additional assistance.
- The infield at the Fairgrounds was slit seeded to fill in bare ground spots.
- The horse and hiking trails were mowed at various parks.
- Hunting signs were installed throughout the parks.
- A total of seven Bike repair stations were installed on the Mountain Bay and Fox River State Trails and at the Reformation Camp.

BROWN COUNTY PARK USAGE - ATTENDANCE SUMMARY

<u>Park Location</u>	<u>Sept 2014</u>	<u>Sept 2015</u>	<u>Sept 2016</u>	<u>Sept 2017</u>
Adventure Park	1,895	1,314	1,176	1,331
Barkhausen	6740	9023	6685	9083
Bay Shore Park	18755	15545	15371	14475
Brown County Park / Dog Park	2013	2084	2762	3752
Fairgrounds	5691	17903	11285	8987
Fonferek's Glen	2040	1665	2385	2700
Fox River Trail	8459	8601	9347	9625
Lily Lake	2472	3474	3040	2175
Mountain-Bay Trail	3212	2395	4493	3155
Neshota Park	8369	3070	2702	3554
Pamperin Park	15617	18134	23654	22576
Reforestation Camp	5970	11409	12591	18658
Suamico Boat Launch	2479	5929	5080	4,907
Way-Morr Park	3435	3270	2745	1530
Wequiock Falls	1519	1865	1695	1120
Wrightstown Park	3160	2215	4230	1467
Yearly Grand Totals	91,826	107,896	109,241	109,095





Assistant Director –September Report

General Parks:

- 187 building/grounds reservations took place in the parks during August

Rifle Range:

- Now open Saturday and Sundays in October and daily in November until November 16th

Bay Shore:

- West loop of campground is closed for electric and water upgrades
- NWTC will be assisting county electrician throughout the project, saving considerable dollars

Fonferek's Glen:

- NWTC completed the electrical installation, gate should be installed by the end of October

Fairgrounds:

- Master Plan Survey is open to the public, as of October 10th over 350 responses were received

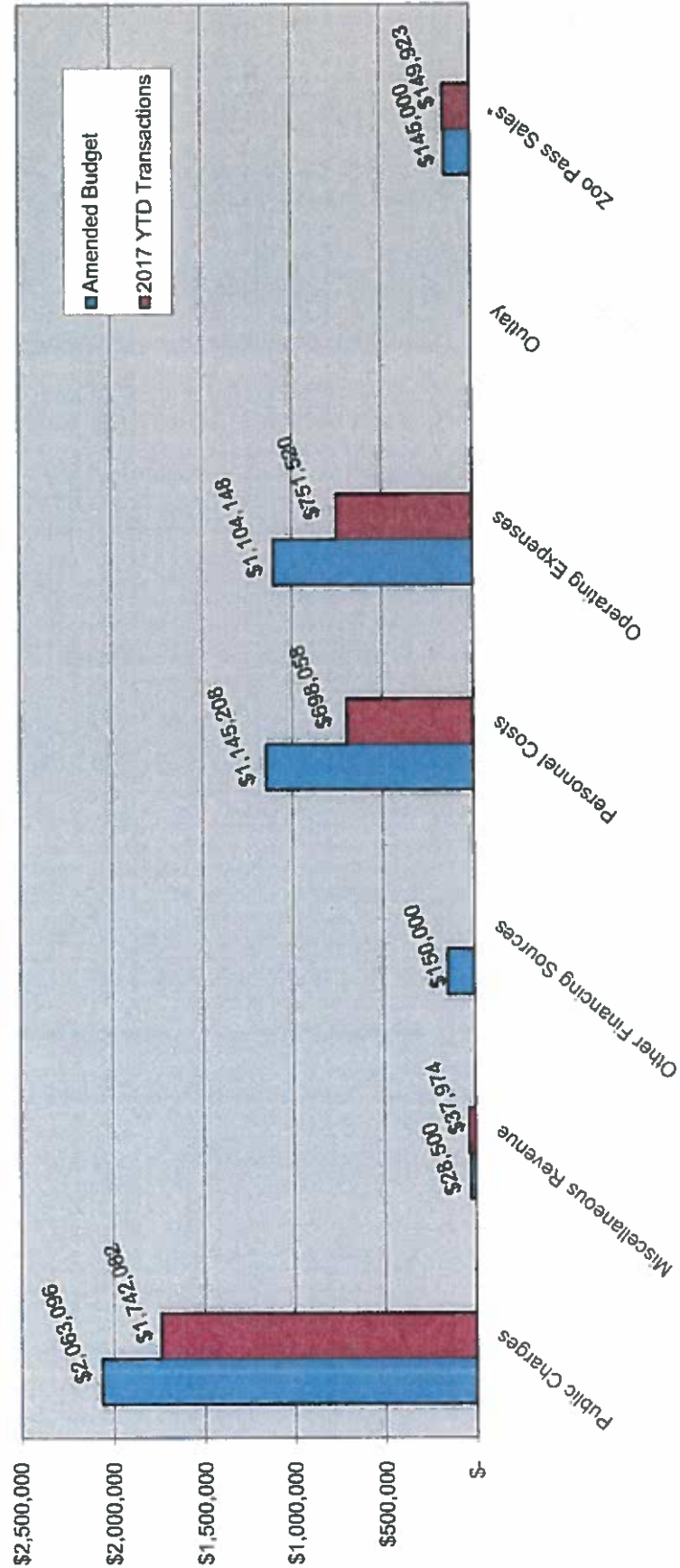
Brown County NEW Zoo
Budget Status Report (Unaudited)
8/31/2017

2017

	Amended Budget	2017 YTD Transactions	Percent of Budget	2016 YTD Transactions	2015 YTD Transactions	2014 YTD Transactions	
Public Charges	\$2,063,096	\$ 1,742,082	84%	\$ 1,442,381	\$ 1,597,995	\$ 1,604,991	Revenues: Public charges are up from 2016 with an increase in fees and attendance. Zoo Pass sales have exceed the 2017 amended budget and are significantly above 2016 Expenses: Operating expenses slightly down from 2016 YTD.
Miscellaneous Revenue	\$ 28,500	\$ 37,974	133%	\$ 16,942	\$ 7,772	\$ 5,968	
Other Financing Sources	\$ 150,000	\$ -	0%	\$ -	\$ -	\$ 23,316	
Personnel Costs	\$1,145,208	\$ 698,058	61%	\$ 670,110	\$ 691,895	\$ 651,559	
Operating Expenses	\$1,104,148	\$ 751,520	68%	\$ 763,303	\$ 727,690	\$ 692,955	
Outlay	\$ -	\$ -		\$ -	\$ -	\$ -	
Zoo Pass Sales*	\$ 145,000	\$ 149,923	103%	\$ 124,480	\$ 126,026	\$ 124,721	
Zoo Attendance		178,840		173,182	185,284	198,670	

*Zoo Pass Sales have been included in Public Charges -- used for comparison only

NEW Zoo 08/31/2017



ZOO MONTHLY ACTIVITY REPORT

For October 2017

Agenda items:

1. Zoo Director Report

Curator report

Operations report

Director updates: AZA Accreditation granted

Animal Collection Report September 2017

September was a busy month for animal transfers. In addition to Black-footed ferrets retired from the SSP breeding program and several other small animals (frogs, ducks, domestic rats, a pelican), the NEW Zoo collection gained a male lion. Curator Carmen Murach was joined by long term volunteer, Lee Anderson, on a trip to the Columbus Zoo to pick up 2 year old Loiwtwa (aka Loid). Fortunately, traffic in both Chicago and Milwaukee posed no delays on the return trip with the crated lion in the back of the cargo van. Loid was a very good traveler, and with reassuring words from Lee, kept calm during the trip.

Another animal transport that involved lots of planning and preparation was the transfer of black bear Winnie from the NEW Zoo to Wonders of Wildlife National Museum & Aquarium in Springfield, MO. Winnie arrived at her new home shortly before their grand opening. Although most of the time Winnie and her exhibit mate Aldo got along well, he seems unable to communicate effectively with bears (Aldo was a wild orphan who was raised by humans). As a result, he suffered a couple of injuries and the NEW Zoo Animal Welfare Committee decided that the two bears should be kept apart for his safety. When Wonders of Wildlife put out the word that they were looking for an adult bear, we decided that Winnie might be a good candidate. Her new home is fabulous – it includes an air conditioned holding area with den rooms, an indoor exhibit with rockwork, a waterfall and pool and an outdoor exhibit with grass, a waterfall, pool and river leading to a second pool! We expect her to be a very happy bear in her new home.

During September, Zookeepers Holly Bree and Brent Koerner traveled to the Conata Basin (near Badlands National Park) in South Dakota to assist with conservation field work for endangered black-footed ferrets. Every year, the NEW Zoo sends staff to spend several nights (10pm to sunrise) assisting field biologists in locating and capturing wild ferrets. Data is gathered on the captured ferrets before they are microchipped, vaccinated and returned to their burrows. The zoo partners with the black-footed-ferret Species Survival Program, USFWS and Prairie Wildlife Research to ensure the continued survival of this North American species. The black-footed ferret was once considered extinct in the wild but captive breeding and release programs have re-established viable populations in some portions of the animals' former range. Providing trained biologists like Holly and Brent to assist with field work is one way in which the Northeastern Wisconsin Zoo helps support important conservation projects in the wild.

Following the arrival of our new male lion Loid, Green Bay AAZK Chapter members were invited to witness his first steps into the lion yard before the zoo opened for the morning. Loid didn't disappoint them and after only a few moments of hesitation, bravely walked out into the yard to investigate his new home. After about a week of getting to know each other through the bars of the caging, Loid and female lion Ajia were fully introduced. Zoo staff endured a few scary scuffles but neither lion suffered injury as they worked things out. Ajia has been bossy and seems to have many rules about where Loid should be and what he is allowed to do. Loid has been doing his best to figure out what, exactly, those rules are and is trying very hard to comply with her mysterious demands! After about two weeks, Ajia relaxed her requirements and has allowed Loid to make his own decisions about his movements throughout the exhibit and the two are getting along very well. Loid's former caretakers from the Columbus Zoo are planning a visit to check up on their boy in mid-October.

Revenue (after taxes)														
Day	Date	Zoo Admission	Education & B - Day	Zoo Pass	Concessions	Gift Shop	Donatio n Bin	Conservation Donations	Special Events	Total Guest	Vending	Temp	Weather	Per Cap / Per Day
Fri	1	6,534.00		700.00	1,701.57	1,845.26		176.18	5,000.00	1,285	3,128.74	65	2	15.10
Sat	2	4,560.00		650.00	701.22	1,500.39		115.90		894	568.47	63	3	9.20
Sun	3	13,830.00		479.00	2,938.88	2,331.28		39.18		2,344	1,288.36	78	2	9.05
Mon	4	7,776.00		575.00	1,573.46	1,319.32		337.67		1,437	784.60	72	3	8.73
Tue	5	1,350.00	225.00	245.00	179.13	151.66		280.01	500.00	233	633.49	62	3	15.49
Wed	6	735.00	150.00		280.97	99.64		386.68		154	149.85	63	3	11.87
Thu	7	354.00	50.00	180.00	133.12	238.97	9.75	560.09		105	854.98	63	3	23.23
Fri	8	1,581.00	301.00	260.00	491.31	352.99		605.52		349	262.01	64	2	11.19
Sat	9	7,596.00		325.00	2,101.67	1,860.31		207.86		1,452	828.66	69	2	9.06
Sun	10	4,716.00	73.00	574.00	1,243.27	1,004.34		363.26		916	581.92	71	1	9.49
Mon	11	2,118.00		372.00	486.03	251.82		490.62	500.00	417	513.27	73	1	11.49
Tue	12	1,187.00	450.00	260.00	440.61	389.58		1,947.83		339	179.98	80	2	14.40
Wed	13	1,644.00	125.00	336.00	455.16	475.12		1,507.48		411	344.65	78	1	12.04
Thu	14	1,608.00		185.00	445.47	280.85		7,786.37		983	271.70	80	1	10.81
Fri	15	2,361.00		320.00	763.38	772.46		1,590.32	500.00	466	311.92	83	1	14.36
Sat	16	7,599.00		260.00	1,988.64	1,450.36		4.17		1,353	862.17	85	2	9.22
Sun	17	5,298.00		660.00	1,497.30	1,237.29		4.85		1,007	927.50	72	3	9.73
Mon	18	1,098.00	125.00	185.00	302.30	225.01		0.81		193	134.99	71	2	10.90
Tue	19	1,215.00	805.00	248.00	264.84	241.43		0.10		268	149.97	76	2	11.03
Wed	20	804.00	150.00	245.00	146.91	62.92		5.12		179	488.38	81	2	10.81
Thu	21	2,421.00	200.00	180.00	160.90	177.46		0.86		397	94.99	83	2	8.20
Fri	22	1,453.00	500.00	177.00	413.31	358.45		21.01		286	1,181.97	89	1	14.68
Sat	23	4,102.00		130.00	1,186.84	1,060.78		17.12		747	489.88	89	1	9.53
Sun	24	2,904.00		255.00	778.11	682.54		23.89	70.00	566	233.81	89	1	8.88
Mon	25	786.00		130.00	161.59	204.26		0.57	50.00	157	116.10	89	2	9.37
Tue	26	558.00	325.00	185.00	184.18	139.39			110.00	135	37.50	80	3	11.55
Wed	27	735.00	20.00	219.00	166.02	192.52		0.28	160.00	193	176.32	63	2	8.78
Thu	28	3,396.00		185.00	195.20	143.44		0.24	130.00	591	288.75	71	2	7.39
Fri	29	1,960.50		130.00	361.05	386.93		408.24	260.00	450	276.05	63	2	8.53
Sat	30	6,921.00		530.00	1,593.84	1,176.02		2.52	520.00	1,339	621.00	65	1	8.61
	31													#DIV/0!
Totals		99,180.50	3,499.00	9,180.00	23,336.28	20,622.79	9.75	16,882.75	7,800.00	19,646	15,881.98	74.3	1.93	

0.86

0.40

0.859

1.05

1.19

0.47

0.18

10.19

10.19

Grand Total
200,284.06

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NEW Zoo Operations Report: Sept. 2017

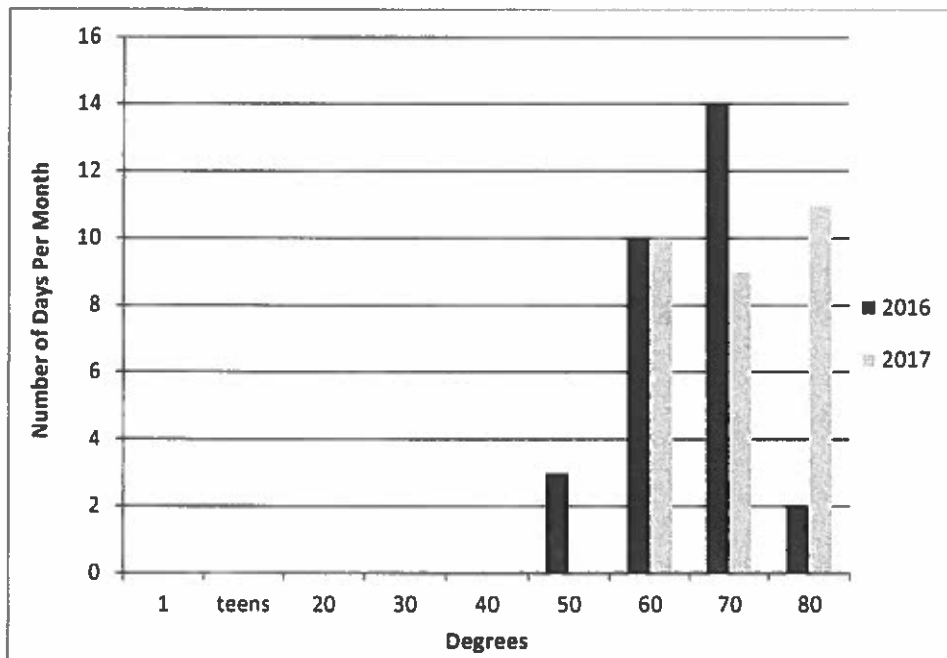
Noteworthy:

Average Temperature recorded at the zoo in Sept. 2017 = 74°F

0 in the 50's, 10 in the 60's, 9 in the 70's, 11 in the 80's

Average Temperature recorded at the zoo in Sept. 2016 = 68°F

3 in the 50's, 10 in the 60's, 14 in the 70's, 2 in the 80's



Lowest temperature for period in Sept. 2017: 63°F Highest Temp: 89°F

Lowest temperature for period in Sept. 2016: 56°F Highest Temp: 80°F

SEPTEMBER

- 19,646 people visited the Zoo this month, compared to 15,857 last September (+3,789)
- Admissions came in at \$98,180. Last September admissions were \$71,414. (+\$27,766)
- Gift Shop was \$20,622 this year compared to \$12,417 last Sept. (+\$8,151)
- Mayan was \$23,336 this year compared to \$20,001 last Sept. (+\$3,335)
- Vending was \$16,881 this year compared to \$14,534 last Sept. (+\$2,347)
- Zoo passes were \$9,180 the September compared to \$6,305 last Sept. (+\$2,875)

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- Education saw an increase of \$1,795 compared to last September, but this year's numbers include birthday party revenue which was not included last September.

Brew at the Zoo & Wine, Too!

We hosted Brew at the Zoo in September of this year, making significant changes from our first try at it in June of 2017. Brew at the Zoo was held as a conservation fundraiser. We saw a significant increase in attendance and revenue over our initial try in 2016.

Some of the changes for 2017 include:

- Advertising
- Online tickets sales
- Adding wine & more non-alcoholic drinks to the menu
- Silent Auction (MANY donated items)
- Games
- Different beer vendor
- The addition of wine vendors
- Holding the event in the Fall vs Summer
- Adding concession vendors
- Adding one more hour to the event
- Selling donated items which added to the bottom line

<u>Per Caps September:</u>	<u>2016</u>	<u>2017</u>
Gift Shop	.78	1.05
Mayan	1.08	1.19
Overall	4.50	5.04

**NEW ZOO
ADMISSIONS REVENUE ATTENDANCE
2015 REPORT
2013, 2014 2015**

ATTENDANCE

MONTH	2015	2016	2017
January	1,319	1,165	1,412
February	564	2,894	7,282
March	8,300	9,162	3,943
April	21,298	15,774	23,529
May	32,946	36,057	31,401
June	40,508	36,477	35,271
July	38,492	36,598	40,467
August	41,570	35,055	35,535
September	18,450	15,857	19,646
October	24,244	28,854	
November	3,226	4,818	
December	1,699	1,066	
TOTAL	233,616	223,877	198,486

ADMISSION & DONATIONS

MONTH	2015	2015		2016		2017		2015		2016		2017	
		ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN	PER CAP	CAP	PER CAP	CAP	PER CAP	CAP
January	2,312.00		-	2,366.00	-	3,901.50	-	\$1.75	2.03	\$1.75	2.03	\$1.75	2.03
February	1,124.00		-	4,897.00	40.95	15,627.50	-	\$1.99	1.71	\$1.99	1.71	\$1.99	1.71
March	27,856.00			26,807.50	-	17,386.50	-	\$3.36	2.93	\$3.36	2.93	\$3.36	2.93
April	84,316.50	166.91		61,616.50	263.75	104,286.00	-	\$3.96	3.92	\$3.96	3.92	\$3.96	3.92
May	150,906.00	659.86		158,909.50	-	164,889.50	3.27	\$4.58	4.41	\$4.58	4.41	\$4.58	4.41
June	187,551.00	183.92		171,481.78	365.05	196,164.50	-	\$4.63	4.71	\$4.63	4.71	\$4.63	4.71
July	187,816.50	156.76		177,410.50	56.00	231,924.50	-	\$4.76	4.85	\$4.76	4.85	\$4.76	4.85
August	171,866.00	40.00		156,114.50	-	188,581.50	845.53	\$4.13	4.45	\$4.13	4.45	\$4.13	4.45
September	99,668.00			71,414.00		99,180.50	9.75	\$5.40	4.50	\$5.40	4.50	\$5.40	4.50
October	106,198.00	231.05		103,562.00				\$4.38	3.58	\$4.38	3.58	\$4.38	3.58
November	10,791.00	261.00		18,537.00	120.00			\$3.35	3.87	\$3.35	3.87	\$3.35	3.87
December	5,861.50	219.42		3,748.00	382.19			\$3.45	3.87	\$3.45	3.87	\$3.45	3.87
TOTAL	\$ 1,036,266.50	\$ 1,918.92	\$ 956,864.28	\$ 1,227.94	\$ 1,021,942.00	\$ 858.55	\$ 190,924.72	\$ 4.44	\$ 4.27	\$ 4.44	\$ 4.27	\$ 4.44	\$ 4.27

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**NEW ZOO
GIFT SHOP, MAYAN
ZOO PASS REVENUE**

2017 REPORT 2015, 2016 2017					2015	2016	2017
Paws & Claws					PER	PER	PER
Gift Shop	2015	2016	2017	(-)/(+)	CAP	CAP	CAP
January	\$ 1,149.47	\$ 1,857.44	\$ 1,105.06	\$ (752.38)	0.87	1.59	0.78
February	\$ 1,157.14	\$ 3,838.13	\$ 8,108.16	\$ 4,270.03	2.05	1.33	1.11
March	\$ 8,770.88	\$ 11,371.54	\$ 7,415.33	\$ (3,956.21)	1.06	1.24	1.88
April	\$ 26,629.51	\$ 20,838.16	\$ 32,514.62	\$ 11,676.46	1.25	1.32	1.38
May	\$ 48,037.15	\$ 48,794.55	\$ 48,797.36	\$ 2.81	1.46	1.35	1.55
June	\$ 49,886.85	\$ 51,844.84	\$ 55,368.34	\$ 3,523.50	1.23	1.42	1.57
July	\$ 51,691.83	\$ 49,728.92	\$ 67,849.56	\$ 18,120.64	1.31	1.36	1.68
August	\$ 55,120.22	\$ 44,739.84	\$ 47,789.78	\$ 3,049.94	1.33	1.28	1.34
September	\$ 17,149.37	\$ 12,417.17	\$ 20,622.79	\$ 8,205.62	0.93	0.78	1.05
October	\$ 8,191.75	\$ 11,267.02			0.34	0.39	#DIV/0!
November	1724	\$ 3,776.20			0.53	0.78	#DIV/0!
December	\$ 1,061.37	\$ 1,429.05			0.62	1.34	#DIV/0!
TOTAL	\$ 270,569.60	\$ 261,902.86	\$ 289,571.00	\$ 44,140.41	1.16	1.17	1.46

					2015	2016	2017
Mayan					PER	PER	PER
Taste of Tropic	2015	2016	2017	(-)/(+)	CAP	CAP	CAP
January	\$ 1,329.18	\$ 1,366.12	\$ 803.84	\$ (562.28)	\$1.01	1.04	0.57
February	\$ 800.69	\$ 2,733.39	\$ 4,898.08	\$ 2,164.69	\$1.42	4.85	0.67
March	\$ 8,290.85	\$ 9,870.27	\$ 4,758.52	\$ (5,111.75)	\$1.00	1.19	1.24
April	\$ 28,478.23	\$ 17,327.48	\$ 24,776.09	\$ 7,448.61	\$1.34	0.81	1.05
May	\$ 42,452.78	\$ 44,408.57	\$ 31,093.45	\$ (13,315.12)	\$1.29	1.35	0.99
June	\$ 54,604.30	\$ 44,950.45	\$ 45,594.55	\$ 644.10	\$1.35	1.11	1.29
July	\$ 58,923.33	\$ 48,927.33	\$ 58,591.33	\$ 9,664.00	\$1.49	1.24	1.45
August	\$ 54,586.88	\$ 47,329.16	\$ 46,624.84	\$ (704.32)	\$1.31	1.14	1.31
September	\$ 23,541.45	\$ 20,001.01	\$ 23,336.28	\$ 3,335.27	\$1.28	1.08	1.19
October	\$ 16,667.26	\$ 17,310.18			\$0.69	0.71	
November	\$ 3,041.49	\$ 3,811.77			\$0.94	1.18	
December	\$ 1,480.94	\$ 1,133.91			\$0.87	0.67	
TOTAL	\$ 294,197.38	\$ 259,169.64	\$ 240,476.98	\$ 3,563.20	\$1.26	1.11	1.21

ZOO PASS						
MONTH	2015	2016	2017	(-)/(+)		
January	\$ 1,988.00	\$ 2,890.00	\$ 3,825.00	\$ 935.00		
February	\$ 2,320.00	\$ 3,640.00	\$ 9,579.50	\$ 5,939.50		
March	\$ 15,290.00	\$ 16,045.00	\$ 10,251.00	\$ (5,794.00)		
April	\$ 30,070.00	\$ 26,280.00	\$ 35,444.00	\$ 9,164.00		
May	\$ 25,259.00	\$ 29,275.00	\$ 28,128.59	\$ (1,146.41)		
June	\$ 26,080.00	\$ 19,991.00	\$ 28,043.00	\$ 8,052.00		
July	\$ 15,858.00	\$ 17,110.00	\$ 19,746.00	\$ 2,636.00		
August	\$ 9,851.00	\$ 11,115.00	\$ 14,467.00	\$ 3,352.00		
September	\$ 5,228.00	\$ 6,305.00	\$ 9,180.00	\$ 2,875.00		
October	\$ 3,630.00	\$ 6,105.00				
November	\$ 5,730.00	\$ 7,590.00				
December	\$ 14,950.00	\$ 16,025.00				
TOTAL	\$ 156,254.00	\$ 162,371.00	\$ 158,664.09	\$ 26,013.09		